
TERMS OF REFERENCE: SHORT-TERM PROJECT ASSISTANT

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| Organization | HELVETAS Swiss Intercooperation |
| Position | Project Assistant (full-time/short-term) / Winter Tourism Kyrgyzstan – WTK Project |
| Place of work | Bishkek |
| Duration | June 2025 – December 2025 |

BACKGROUND

Helvetas is a Swiss development organization operating in Kyrgyzstan since November 1994 and implementing projects in Kyrgyzstan in various sectors. One of the current projects is a Sustainable Winter Tourism Development Project in Kyrgyzstan, funded by the Government of Switzerland through the State Secretariat for Economic Affairs (SECO). From October 2021, Helvetas was implementing the main 4-year phase of the project, covering the period from October 2021 to September 2025 and aimed at strengthening and further sustainable development of the tourism sector in Kyrgyzstan.

Helvetas announces this short-term job vacancy of the **WTK Project Assistant** for its Bishkek office for the period of **mid-June 2025 to 31 December 2025**.

1. Reporting

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| Reporting to | Project Manager |
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2. Key objectives

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| A | Providing full assistance in operation and closing of the multi-tier project with multiple stakeholders |
| B | Support services for logistical and administrative matters delivered |

3. Main tasks

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| A | 1) Maintaining office co-ordination: maintaining co-ordination and link between the department/person and the rest of the office. 2) Filing documents in accordance with the approved PD Documentation System Procedure 3) Updating, inventorying and organizing the project documentation; maintaining correspondence with partners towards the closure of the project in September 2025 4) Manage tendering process (PRF, tender announcements, minutes, interviews, notifications) 5) Prepare, manage and track Service/Grant Agreements; |
| B | 1) Making arrangements for workshops, meetings and seminars 2) Order office supplies and stationery, photocopying, binding, filing, other small office work as needed or requested, including inventory of consumables 3) Arranging logistical support of missions, managing flight / visa / transport issues, assist expatriates / consultants / trainees / volunteers to settle and work in the country 4) Managing DHL / pouch / postal couriers and mails 5) Preparing orders on business trips 6) Dialling, answering and connecting phone calls, taking and delivering messages 7) Giving general information to visitors / callers about the project 8) Written and oral translation as needed. |

4. Responsibilities

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| A | 1) Responsible for fast and correct communication flow 2) Responsible for organization and accessibility of information |
| B | 1) Responsible for travel arrangements and logistics for collaborators / consultants / expatriates 2) Responsible for event preparation and logistics |

Other duties of project assistant

- 1) Supporting the staff when assigned

5. Competency profile

1. Basic education

Mandatory

- Bachelor's degree (university diploma) in economics, business administration, or similar domain

Optional

- Additional training/skills improvement in the relevant fields

2. Professional experience

Mandatory

- Willingness to learn and interest in development programming

3. Social and personal competencies

- Excellent communication skills
- Good reporting and writing skills
- Moderation skills

4. Languages

Mandatory

- Kyrgyz (oral and written), Russian (oral and written), English (oral and written)

5. IT skills

Mandatory

- Excellent knowledge of MS Office programmes