

Vacancy Announcement: RESEARCH AND TRAINING ASSISTANT

Application Deadline: 25 January 2019

The OSCE Academy in Bishkek, Kyrgyzstan invites applications to its Position of Research and Training Assistant.

The OSCE Academy in Bishkek is a public foundation, created in 2002 between the Kyrgyz Government and the Organization for Security and Cooperation in Europe (OSCE). The OSCE Academy promotes values and principles of the OSCE through research, post-graduate education, professional trainings, and intellectual exchange. Its highly demanding MA Programmes in the fields of “Economic Governance and Development” and “Politics and Security (Central Asia)” annually accept up to 60 young professionals from Kyrgyzstan, Kazakhstan, Uzbekistan, Turkmenistan, Tajikistan, Afghanistan and Mongolia on a competitive basis. The Academy seeks to strengthen its capacity to develop and implement research projects and to engage in collaborative research programmes. At the same time the Academy engages into professional trainings and organises regular seminars to a broader audience of interested young professionals from the region.

The Research and Training Assistant will be supporting the Research Coordinator in her/his efforts to organise and implement the research programme and the training cycle at the OSCE Academy. S/he will act as focal point for all everyday matters that relate to the realization of the above-mentioned tasks, especially the training programme, and will be supervised in her/his activities by the Research Coordinator

The position of Research and Training Assistant will be granted as full-time position for an indefinite period starting on **1 March 2019** *pending the availability of funding*. The position will be based in Bishkek, Kyrgyzstan.

Key duties and responsibilities of the Research and Training Assistant are as follows:

- Under the supervision of the Research Coordinator, implementing the Academy’s research and training programme;
- Under the supervision of the Research Coordinator, supporting Academy faculty in its research activities;
- Assisting in the organization of the various publications series at the Academy;
- Assisting in the organization of conferences, workshops and other research related activities;
- Organizing the professional training programme of the Academy;
- Coordinates and provides all necessary logistical and organizational support in the course of research, conference and training activities;
- Reviews training evaluation forms and prepares evaluation summaries;
- Maintains a database of the Employer’s conferences, training participants and trainers, as well as partnering institutions, experts, and contributes to the regular updating of the Academy’s alumni database
- Organizes and coordinates regional training, advertisement campaigns;

- Assists in the research, conference and training related publications;
- Delivers research and training related news to the communication coordinator;
- Cares for the everyday financial matters related to research and training activities at the Academy
- Performs miscellaneous job-related duties as assigned by the Research Coordinator and the Administration.

Qualifications and eligibility

Candidates for this position should meet the following requirements:

- BA degree in Social Sciences, Programme Management, or a related field;
- At least two years of project assistance experience;
- Excellent knowledge of Russian, good command of English;
- Effective interpersonal and communication skills;
- Ability to travel.

The OSCE Academy will provide/cover:

- Competitive honorarium for assistant position;
- Office space and computer, as well as access to all facilities of the OSCE Academy.

NOTE: The Academy will not cover health insurance and expenses of family members.

Interested applicants should submit their application including:

- A cover letter;
- A CV with two references;

To info@osce-academy.net (with “Research and Training Assistant” in the subject line) by **25 January 2019, 18.00 pm** Bishkek time.

The OSCE Academy in Bishkek is an equal-opportunity institution. It operates on the principle of non-discrimination. All recruitment decisions are taken on the basis of best qualification of the candidates, with consideration of regional and gender balance.