

JOB TITLE: Assistant/accountant for the Regional Support Office of CAREN project

LOCATION: Bishkek

TYPE OF CONTRACT: Full time

COMPANY PROFILE

EC “Central Asian Research and Education Network” (CAREN) project aim to interconnect National Research and Education Networks in Central Asia through high-speed Internet connection for R&E. CAREN project is operated by GEANT company. GEANT Limited is a limited liability company and a not-for-profit organisation, wholly owned by the GÉANT Association BV. The GÉANT Association BV is owned by its core membership of 36 European National Research and Education Network (NREN) organisations and NORDUnet, which participates on behalf of five Nordic NRENs.

DANTE (now GEANT Limited) was established in 1993, to coordinate pan-European research and education (R&E) networking on behalf of Europe’s NRENs. Since then, our role has evolved to that of a true services innovator, incorporating network planning, procurement, build and operation, as well as coordination of research programmes and development of innovative services. Working with NREN partners and the European Commission (EC), the high-speed networks that we build and operate connect NRENs to each other and to the rest of the world, enabling scientists, academics, innovators and students to collaborate across dedicated networks, regardless of their location.

These networks are built using leading-edge technologies to create advanced, high-bandwidth infrastructure and end-to-end services that meet the needs of our partners and of their data-intensive R&E communities, facilitating collaboration and discovery by researchers around the world. As leaders in networking technology, the networks that we build and operate also act as testbeds for innovation, providing vital experience that drives their successful adoption by commercial providers.

GEANT Limited plans, builds and operates advanced networks for research and education, including the pan-European network known as GÉANT and is Co-ordinating partner for the CAREN project.

JOB DESCRIPTIONS:

- Assistant/accountant of the regional coordinator at CAREN Support Office will provide organizational assistance of CAREN project programs and working with event budgeting. Core accountabilities include:

- Regional coordinator of CAREN project
- CAREN management team

- Development of event budgets and work closely with CAREN management team.
- Coordinate event budgets, and ensure development of timely, accurate financial reports.

Monitor and ensure effective event budget spending.

- Organize logistics for regional and international travels (book hotel, air flight tickets, reimbursement)
- Organization of regional CAREN conferences and trainings
- Support promotion of CAREN project applications.
- Formation of application user groups
- Documentation of project events.
- Writing and oral interpretation.

QUALIFICATIONS AND EXPERIENCE

- Master of Business Administration.
- At least 3 years of experience in leading, managing and project implementing.
- Experience working effectively in partnership with staff, collaborating organizations, international donors and agencies, with EC projects preferably.

- Excellent English language skills, both written and spoken with strong presentation skills. Ability to prepare and disseminate project findings, success stories and other documents effectively.

- Demonstrates strong interpersonal and organizational skills.
- Good knowledge of Microsoft software packages and book keeping.
- Fluency in English and Russian required. Additional fluency in Kyrgyz preferred.

SKILLS AND BEHAVIOURS

- Builds and maintains effective relationships, with the team, colleagues, members and external partners and supporters.
- Approachable, good listener, easy to talk to.
- Develops and encourages new and innovative solutions
- Honest, encourages openness and transparency; demonstrates highest levels of responsibility and integrity

DEADLINE

5 September 2016

Interested candidates should send their CV and cover letter to office@icaren.org