**TERMS OF REFERENCE**

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| **Contract** |  | | | |
| **Project** | ADB Grant #0553-KGZ: "Skills for Inclusive Growth Sector Development Program" | | | |
| **Qualification** | Office Manager | | | |
| **Source** | National | **Category** | | *Independent* |
| **Background**  The Asian Development Bank (ADB) has provided support to the Government of the Kyrgyz Republic to implement the "Skills for Inclusive Growth Sector Development Program" (SIGSDP). As part of ADB's Country Partnership Strategy, the SIGSDP supports the economic development of the Kyrgyz Republic through enhancing the effectiveness of vocational education (TVET). SIGSDP components include strengthening the TVET governance and funding, improving the learning quality and environments, and expanding industry cooperation and entrepreneurship.  **Scope of work**  The Office Manager shall support the SIGSDP implementation on a daily basis.  **Tasks and responsibilities**  • under the direction of the Project Implementation Unit (PIU) Manager, coordinate and provide administrative and logistical support to the PIU staff in specialized areas to ensure the efficient and smooth operation of all PIU functions, including assistance in organizing small purchases and competitions (shopping) under the project;  • develop and maintain a record and data management system in analog and digital formats for general PIU operations, including staff records, staff movement orders, and staff time control;  • perform general administrative office functions such as incoming and outgoing document flow, filling out and filing documents, typing and copying documents; maintaining correspondence: sending and receiving e-mail, faxes, archiving and more;  • keep records of PIU communications, transactions, property and assets for verification and tracking by the inspection bodies, the Ministry of Education and Science of the Kyrgyz Republic (MOES KR), and other government agencies, etc.;  • provide organizational and technical assistance in the preparation of various PIU documents;  • assist with travel arrangements, as needed, and monitor the travel reporting;  • organize meetings and negotiations, draw up minutes, keep attendance records, monitor the implementation of necessary actions;  • submit the monthly staff time sheets to the PIU Manager, for approval;  • perform other Program-related tasks and duties, as assigned by the PIU Manager.  **PIU contribution**  The PIU shall provide with an office, furniture and office equipment. In addition, the PIU shall hand over all relevant reports, the record keeping system, and program documents to the Office Manager, to ensure the effective performance of the functions. The PIU covers travel expenses, operational costs associated with the execution of the tasks, as required.  **Qualification and evaluation criteria**  **Education - 20%**  • Higher education diploma;  **Experience in the field - 60%**  • At least three years of experience, as well as knowledge of office work and secretarial functions (experience in ADB, WB international projects shall be an advantage);  • At least two references are required;  **Languages and computer literacy - 20%**  • Good knowledge of written, oral Kyrgyz and Russian. Knowledge of English is required.  • Computer literacy in a standard office software package. | | | | |
| **Place of work** | | | **Person/month**  **Estimated time** | |
| Bishkek Office | | | 11 person-months  KGS 35,000[[1]](#footnote-1) / month, with taxes | |

1. According to the Resolution of the Cabinet of Ministers of the Kyrgyz Republic (No. 371; July 12, 2022). [↑](#footnote-ref-1)