



Aga Khan Foundation Canada

Project Management Associate

Bishkek, KYRGYZSTAN

Aga Khan Foundation Canada (AKFC) is a non-profit international development agency, working in Asia and Africa to find sustainable solutions to the complex problems causing global poverty. Established in 1980, AKFC is a registered Canadian charity and an agency of the worldwide Aga Khan Development Network.

The University of Central Asia (UCA) is a private, secular University whose charter has been signed by the Presidents of Tajikistan, the Kyrgyz Republic, Kazakhstan, and His Highness the Aga Khan, ratified by the parliaments of the founding states and registered with the United Nations. UCA is the first internationally chartered university in the world. UCA's mission is to foster the socio-economic development of Central Asia, particularly its mountain societies, while helping the peoples of the region preserve and draw upon their rich cultural heritages as assets for the future.

The Position

This role will involve supporting UCA's School of Arts and Sciences (SAS) with key operational, strategic planning and project management tasks associated with the launch of UCA's Khorog Campus. Although the position will be based in Bishkek, it will involve extensive travel to Khorog, Tajikistan. This is a 4 month contract with a start date for this position in August 2017.

Your Responsibilities

- Support in academic report writing for UCA management team
- Support in developing the 2017-18 School of Arts and Sciences budget
- Supporting in launch of Khorog, Tajikistan campus with commissioning, opening ceremonies, student orientation, faculty onboarding etc.
- Support in movement of faculty and students between campuses
- Support in university partner visits to campuses and the region

Overall, this individual should take significant initiative in their work, and be flexible and open to undertake a variety of tasks and assignments based on the needs of SAS.

Your Qualifications and Attributes

- At least 2 years of experience in operations and/or project management.
- Experience developing budgets
- Proven leadership experience and working in a collaborative team environment..
- Well-developed experience and knowledge in qualitative and quantitative research methods.
- Experience communicating complex information with clarity and demonstrated high level analytical thinking.
- Experience of academic writing.
- Experience working in high pressure environments with tight deadlines.
- Experience working in a development setting.
- Familiarity with Central Asian secondary and post-secondary education landscape would be an asset.
- Excellent written, oral, research, and communication skills.
- High levels of proficiency with MS Excel, MS PowerPoint, and MS Word.
- Ability to work effectively with diverse teams.
- Demonstrated initiative, motivation, and determination.

- Ability to work independently and autonomously in a high-pressure environment.
- Strong understanding of confidentiality and handling of sensitive information.
- Bachelor Degree from an internationally recognized university
- Graduate Degree in a relevant subject would be an asset
- Advanced English
- Proficiency in Russian, Kyrgyz, and/or Tajik would be an asset

Interested applicants are encouraged to submit their CV (not exceeding 3 pages), contact details of three professional references, example(s) of their written work and a covering letter explaining why they are best suited for the position via email to:

cadex@akfc.ca

Subject line: Project Management Associate

Deadline for Applications is July 26, 2017
Applications will be reviewed as they arrive.

To learn more about us, please visit our website at: www.akfc.ca

Thank you for your interest. Only those selected for further screening or an interview will be contacted. Please note that this position is only open to Canadian citizens or landed immigrants.