

TERMS OF REFERENCE

Contract			
Project	CAREC Corridors 1 and 3 Connector Road Project		
Expertise	Office Manager/Secretary		
Source	Local	Category	Independent Individual Consultant

Objective/Purpose of the Assignment:

The main objective is to assist in the implementation of:

1. CAREC Corridors 1 and 3 Connector Road Project and other projects implemented by the IPIG;
2. CAREC Corridor 3 Improvement Project (Bishkek-Osh Road), Phase 4.
3. CAREC Corridors 1 and 3 Connector Road Project
4. CAREC Corridors 1 and 3, Connector Road Project, Phase 2, Additional Financing
5. Reconstruction of the Bishkek-Osh Road, Phase 4. Financial agreement between the Kyrgyz Republic and the Eurasian Development Bank.

Scope of work:

- Performing the tasks on organizational and technical keeping of administrative and executive activities of IPIG employees.
- Receiving incoming communication addressed to consideration of IPIG, submitting it in accordance with the decisions made to structural divisions or individual executing officers for use in the work process or elaboration of responses.
- Registration of incoming and outgoing IPIG communication with all organizations, receipt, and distribution of communication, keeping communication within his/her authority;
- Accepting documentation and personal applications for signature of Director IPIG.
- Receiving information via telephone-reception devices (facsimile, telex, email etc.), and telephone messages, timely bringing to Portfolio Managers attention the information received via communication lines.
- Drafting letters, requests, responses, and other documents on management request.
- Performing tasks on preparation of meetings and sittings conducted by IPIG administration (collection of necessary materials, appropriate participants' notification of date and venue of the meeting, their registration, and suggested agenda.), keeping and executing the minutes of meetings and sittings.
- Ensuring the workplace of IPIG employees with necessary technical equipment, stationary etc.
- Drafting, printing, and scanning the office documentation required for Director IPIG performance of duties.
- Reception of visitors, assisting in prompt consideration of requests and complaints from employees.
- Filing in accordance with approved nomenclature, ensuring safekeeping and timely submissions to the archive.
- Execution of other official management directions.
- Administer work of translators'/office managers, translator, and driver.
- Responsible for office maintenance.
- Organization of meetings, reception and registration of visitors, guests, delegations, etc.
- Preparation of minutes, coordination of information safekeeping.
- Ensuring and arrangement of prophylactic and current repairs of office (IT) equipment, liaison with technical maintenance service, periodical scheduling procurement of needed spare parts.
- Quarterly control over the use by employees of entrusted equipment (office equipment, furniture, etc.), preparation of a report (no later than the 15th day of the month following the reporting period) on the proper use and recommendations for the efficient allocation of available resources;
- Report on the execution of labor discipline by IPIG employees.

Output/Reporting requirements:

- Preparation of a report (no later than the 15th day of the month following the reporting period) on proper use and recommendations for the efficient allocation of available resources;
- Report on the execution of labor discipline by employees every month no later than the 10th day.

Qualifications and Experience:

- Higher education (humanitarian studies, management).
- Work experience as Office-Manager/Secretary at least 2 years in government organizations, in the road sector is an asset;
- Knowledge of Russian and Kyrgyz languages (reading, writing, speaking), knowledge of English languages;
- Experience in international organizations and/or organizations/projects financed by international donors is an asset;
- Ability to work with electronic document management system Infodocs;
- Excellent computer skills.
- Skills of archiving documents.

Places of Assignment:

Principal place of services is the IPIG office at the Ministry of Transport and Communications of the Kyrgyz Republic with intermittent visits to the construction sites when required.

Total Contract Period	_____ months	Commencement of Services is scheduled to _____, 2021 subject to ADB approval. The contract is effective till December 31, 2021.
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Note: The trial period is 3 months. The duration of the assignment about 6 months. The term of engagement can be extended by mutual agreement of the parties