

Since 1963 and in 146 countries, ACDI/VOCA has empowered people in developing and transitional nations to succeed in the global economy. Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development and food security in order to promote broad-based economic growth and vibrant civil society.

**Overview:**

The Tajikistan Employment and Enterprise Development Activity (EEDA) is a five-year, $18M program funded by USAID. Using a market systems approach, EEDA will increase market-led sales and inclusive sustainable jobs and livelihoods for Tajikistan households through improved ability of Tajikistan businesses to produce better quality and more consistent volumes of competitively priced goods and services.

**Summary:**

Administrative & HR Assistant will support all general administrative, logistics and HR functions of the Tajikistan EEDA Project, ensuring efficient operations including facilities management, inventory, logistics. Supports the project with the set-up for the meetings and events. May provide mailing, photocopies, and filing services. Processes HR documents. Assists in maintaining HR records and reporting. Assists in day-to-day administrative issues responding to any related requests from all ACDI/VOCA departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Main duties include, but are not limited to:

1. **Administration:**
	* Assists with planning meetings, conferences, and other project-sponsored events. Attends meetings as requested to take minutes, and generally assist with the logistics.
	* Assists with developing and maintaining systems to ensure the effective delivery of services, including databases.
	* Ensures all capital assets are registered in the assets database and tagged prior to use by staff.
	* Establishes effective inventory system. Maintains equipment and furniture inventory list, including location of all assets. Regularly physically verifies the existence and status of all inventories. Ensures maintenance of the current office conditions and request for repairs as needed.
	* Assisting in the day-to-day operations of the business.
	* Perform administrative duties such as filing, typing, copying, binding, and scanning.
	* Assist the Operations Manager in preparation of Disposition plans for EEDA as requested by USAID.
	* Collaborate internally and externally to synthesize, share, and apply learning methods for inclusive market systems change. Active engagement in collaborating, learning, and adapting (CLA) is expected of all staff, in accordance with ACDI/VOCA’s commitment to CLA and its importance to achieving this project’s goals.
2. **Human Resources:**
	* Maintains accurate and up-to-date staff files and contact lists, both hard copy of electronic (GEMS).
	* Run the CSI check for all staff and STTAs
	* Assist on tracking and filing staff leaves and timesheets, preparation of payroll.
	* Assist on preparation of staff contract, amendments to the contract, HR orders, registering and filing them.
	* Ensure staff trip related documents (Order and Trip Certification) are completed and filed properly
	* Assist on staff and STTA hiring process
	* Assist on HR tasks while Operations Manager is out of office
	* Any other tasks requested by Operations Manager or COP

**QUALIFICATIONS:**

* High School diploma: additional qualifications in Office Administration are a plus.
* At least 2-years and more proven work experience as an Operations Assistant, Administrative Assistant or similar role.
* Excellent organizational and multitasking abilities.
* Strong verbal and written communication skills.
* Proficiency in MS Office Suite and data management software.
* Understanding of office management systems and procedures.
* Accuracy, attention to detail and problem-solving skills.
* Proven ability to effectively use databases, spreadsheet, word processing, and position-specific software.
* Ability to exercise appropriate judgment and tact while protecting confidential information.
* Excellent interpersonal skills as necessary to work effectively with persons on all levels both inside and outside the company.
* Demonstrated ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures.
* Ability to speak and write fluently in Tajik and English.

**To Apply:**

Please submit a resume and cover letter to EEDATajikistan@Joinav.org. Please include the position title in the subject line. The resume and related application documents shall be provided as a single attachment and list long-term employment history and any relevant short-term consulting work. Due to the high volume of applications, we are not able to respond to inquiries via phone. We will be reviewing applications and interviewing candidates on an ongoing basis and encourage you to submit your application early. We reserve the right to close this vacancy once a successful candidate is appointed. Only those candidates considered for an interview will be contacted.

ACDI/VOCA provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.