Vacancy Announcement

Title: Administrative Assistant (local national, Uzbekistan)

Location: Tashkent, Uzbekistan with occasional trips in Central Asia

Duration: o/a May 1, 2021 – September 1, 2022 with possible extension

Application deadline: April 20, 2021 06:00 PM Tashkent, Uzbekistan time.

Background

Tetra Tech is a leading provider of high-end consulting and engineering services for projects worldwide. We combine the resources of a global, multibillion-dollar company with local, client-focused delivery in more than 400 locations around the world. We are Leading with Science® to provide sustainable and resilient solutions for our clients.

Tetra Tech is implementing several energy Activities in Central Asia in support of regional cooperation on shared energy resources and promoting energy efficiency and renewable energy. Tetra Tech is looking for an Administrative Assistant to provide administrative and operational support for the implementation of the USAID Power the Future (PtF), USAID Central Asia Regional Electricity Market (CAREM), and USAID Power Central Asia (PCA) Activities in Uzbekistan.

The incumbent will be based in Tetra Tech’s office in Tashkent, Uzbekistan.

Responsibilities:

- Support Chief of Party, Uzbekistan Country Representative and technical experts on administrative matters including scheduling meetings, travel arrangements, and recordkeeping.
- Assist Uzbekistan Country Representative with the office setup and infrastructure (office, furniture, equipment).
- Answer incoming calls and emails requesting information about project activities.
- Support the project procurement team with the research and collection of information about local suppliers and vendors.
- Assist with planning and implementing project activities.
- Support organization of press conferences, workshops, training activities, presentations and other project events.
- Assist with written and verbal translations and editing/formatting reports and presentations to meet USAID branding requirements.
- Help arrange travel and accommodations for employees and consultants.
- Other administrative, operations or local procurement related tasks as requested, based on project needs.

Minimum Qualifications:

- Bachelor’s degree in management, business administration, social studies or related field
- Three or more years of relevant experience as an office administrator, administrative assistant or office manager
- Proficiency in MS Office
- Excellent written and oral communication skills
- Knowledge of finance and accounting is a plus
• Experience working on USAID or other donor-funded projects is a plus
• Experience working with government agencies, industry associations and academic institutions is a plus
• Fluent in Russian, English and Uzbek languages

Benefits: Tetra Tech provides a competitive salary, annual performance bonus and comprehensive health insurance for its employees in Uzbekistan. 
Application deadline: Interested candidates are invited to submit their CV and a cover letter of no more than one page detailing their relevant educational background and professional experience to the following email address ptfcarembids@tetratech.com no later than April 20, 2021 06:00 PM Tashkent, Uzbekistan time. Please indicate Vacancy title: Administrative Assistant in the email subject line.

Only shortlisted candidates will be contacted.