USAID Central Asia Regional Electricity Market (CAREM) announces a position of Administrative Assistant (Almaty)

Background
Tetra Tech is implementing the Power the Future Program (PtF) under a four-year contract with the U.S. Agency for International Development (USAID) from August 2017-2021. PtF is working to enhance regional cooperation on shared energy resources, working across the five countries of Central Asia to accelerate the transition to clean energy.

The PtF program is working in two areas.

- **Task Order 1. Power the Future Activity.** Under one activity (August 2017-2021), with a team based in Astana, Kazakhstan, Tetra Tech is working to support each country of Central Asia, following international best practices, to create effective enabling environments for private sector investments in renewable energy (RE) that accounts for the low wholesale and retail electricity prices that are common throughout the region. PtF will also support development of policy and regulatory preconditions for investment in RE and energy efficiency (EE).

- **Task Order 2. Central Asia Regional Electricity Market (CAREM).** Under a second activity (August 2018-2021), with a team based in Almaty, Kazakhstan, Tetra Tech is working to provide technical assistance and capacity building to Central Asian countries in their efforts to create an economically-viable market based regional power system that would enhance energy security, promote economic growth, facilitate commercial trade transactions, attract private investments in the power sector of all five CA countries, and allow for greater energy trade between Central Asia and some countries in South Asia.

While the work of both teams is complementary and includes activities across all five countries in Central Asia, the focus of Task Order 1 is on scaling up the use of renewable energy, and the focus of Task Order 2 is supporting the creating of a regional market-based power system.

This position is part of the CAREM team and is based in Almaty. This position reports to the Office Manager for Task Order 2.

Responsibilities
- Support Chief of Party, Deputy Chief of Party and technical experts in administrative matters including scheduling meetings, travel arrangements, and recordkeeping
- Primary responsibility for answering incoming calls and emails requesting information about CAREM activities
- Purchase office supplies, maintain project correspondence
- Manage front desk, reception area and conference room
- Coordinate project driver’s schedule
- Support Office Manager in implementing public events, press conferences, workshops, training activities, presentations, etc. in Almaty and other cities in Central Asia
- Assist with written and verbal translations, editing, formatting reports and Power Point presentations to meet branding requirements
- Other administrative, logistical or communications-related tasks as requested, based on project needs

Qualifications:
- Bachelor’s degree in business, languages or other relevant subject area.
- Must be fluent in Russian and English. Fluency in Kazakh or other languages of Central Asia is a plus.
- 2 or more years of relevant experience
- Excellent written and oral communication skills
- 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.

To apply for the position, please send your CV in ENGLISH to Aisana Bekisheva by August 20, 2020 (aisana.bekisheva@tetratech.com). Only shortlisted candidates selected for the interview will be contacted. Applications received after August 20, 2020, 18:00, will not be considered.