



Terms of Reference

Position Title: Technical Assistant

Organization: Interinstitutional Research Center for Air Pollution Studies (IRCAPS)

Project: SATREPS/IRCAPS – Enhancing Air Quality Monitoring and Assessing Health and Economic Impacts of Air Pollution

Duty Station: IRCAPS, Osh State University, Osh, Kyrgyzstan

Duration: 1 year (with the possibility of extension based on performance and funding availability)

Background and Project Description

The Interinstitutional Research Center for Air Pollution Studies (IRCAPS) is an initiative under the SATREPS project to strengthen Kyrgyzstan's air quality monitoring system and assess the impact of air pollution on health and the economy. IRCAPS serves as a hub for interdisciplinary research, policy development, and community engagement in addressing air quality challenges in Kyrgyzstan.

The Technical Assistant will support the administrative and technical operations of IRCAPS, ensuring smooth day-to-day functioning of the Center's activities and providing critical assistance to the research and management teams.

Scope of Work

Technical Support

1. Assist in maintaining air quality monitoring equipment and organizing technical documentation.
2. Provide logistical support for fieldwork and data collection activities, including preparing materials and coordinating schedules.
3. Operate and maintain the Data Center, ensuring proper functioning of PCs, software, and network systems.
4. Ensure proper setup, calibration, and maintenance of reference stations and other monitoring equipment.
5. Support the compilation and processing of technical data and reports.
6. Assist in the preparation of training materials and workshops for capacity-building activities.
7. Manage and update the Center's webpage and social media accounts (e.g., Instagram, Facebook, LinkedIn), ensuring regular and engaging content to promote project activities and results.

Administrative and Secretarial Support

1. Serve as the primary point of contact for IRCAPS' correspondence and inquiries.
2. Schedule meetings, maintain calendars, and organize events, including workshops and stakeholder meetings.
3. Prepare meeting agendas, take detailed minutes, and ensure timely dissemination of documentation.
4. Maintain organized records of project activities, communications, and archives.
5. Manage procurement processes for office supplies and technical equipment, ensuring compliance with project guidelines.

Coordination and Communication

1. Coordinate communication between local and international project partners, ensuring timely updates and responses.
2. Assist in translating documents or communications as needed (Kyrgyz, Russian, English).
3. Prepare draft correspondence, reports, and presentations for internal and external use.
4. Participate in training programs to enhance technical skills and knowledge in air quality monitoring.

Expected Deliverables

1. Well-maintained technical and administrative documentation.
2. Accurate and timely minutes from meetings and workshops.
3. Organized and up-to-date schedules and calendars.
4. Comprehensive logistical support for fieldwork and events.
5. Properly maintained and operational Data Center, PCs, and monitoring equipment.
6. Procurement and inventory records compliant with project standards.

Institutional Arrangement

The Technical Assistant will report to the Center Director at IRCAPS and work closely with the research and administrative teams. Regular coordination with local and international stakeholders will be required.

Required Qualifications

Education

- Bachelor's degree in Environmental Science, Public Administration, Business Management, IT, or a related field.

Experience

- At least 2 years of experience in a similar administrative or technical support role.
- Familiarity with technical equipment, IT systems, and/or research environments is an asset.

Skills and Competencies

- Strong organizational and multitasking abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with data processing tools.
- Basic understanding of computer hardware, network systems, and equipment maintenance.
- Excellent communication skills in English (knowledge of Kyrgyz and/or Russian is desirable).
- Ability to work collaboratively in a multicultural environment.
- Basic understanding of procurement processes and inventory management.

Duration and Duty Station

This position is for a duration of 1 year, with a possible extension based on performance and funding. The Technical Assistant will be based in Osh, Kyrgyzstan, with occasional travel for fieldwork and project-related events.

Application Process

Deadline for Submission: March 10, 2025

Email for Submission: iperyipery@gmail.com aseitova@oshsu.kg amurzalieva@oshsu.kg

Subject Line: Application for Technical Assistant – SATREPS/IRCAPS

Required Documents:

1. Detailed CV, including relevant experience and qualifications.
2. Cover letter explaining your interest and suitability for the position.
3. Contact information for two professional references.

Evaluation Criteria

Evaluation Area	Weight (%)
Education	20%
Relevant Experience	40%
Skills and Competencies	30%
Language Proficiency	10%

Only candidates scoring a minimum of 70% will be considered for the final selection.

