

TERMS OF REFERENCE

OFFICE MANAGER/TRANSLATOR

Contract	NonCS-02
Project	G1039-KGZ Project: "Almaty-Bishkek Economic Corridor Regional Improvement of Border Services" Project
Qualification	Office Manager/Translator

Objective/Purpose of the Assignment:

The State Border Service of the of the Kyrgyz Republic has received a Loan and Grant from the Asian Development Bank (ADB) for the implementation of the project " Almaty–Bishkek Economic Corridor" Regional Improvement of Border Services (ABEC RIBS). The Project Management Unit (PMU) under the State Border Service of the Kyrgyz Republic is responsible for project implementation in the period 2026-2030.

The project provides for the construction of three state border crossing points Ak-Tilek in Chui, Karkyra in Issyk-Kul and Kichi-Kapka in Talas oblasts of the Kyrgyz Republic. The project aims to eliminate restrictions related to transport and tourism at border crossings caused by (i) poor infrastructure and road crossing infrastructure; (ii) lack of modern border control technologies, which leads to a slowdown in border control procedures; and (iii) lack of knowledge and experience in using modern border control procedures and equipment, based on risk assessment, from border services. By addressing these key constraints, the project will simultaneously contribute to (i) improving climate resilience and green infrastructure at checkpoints and cross-border transport operations; and (ii) reducing the risk of human trafficking and improving border crossing conditions for vulnerable travelers.

Office Manager/The PMU Translator will be a national employee (hereinafter referred to as the "Employee") who is the subject of this Terms of Reference.

Scope of work:**A. Office support**

Provide organizational support in the preparation of orders, ensure their timely registration and archiving;

Provide translation of current reports and quarterly reports into Russian and / or English, Kyrgyz languages;

Ensure the organization of office work of the project;

1. Receiving / connecting incoming calls.
2. Organization of outgoing calls.
3. Receiving and sending phone messages and emails.
4. Receiving and registering emails.
5. Document scanning;
6. Copying materials required for project activities and preparing folders for participants of seminars, trainings, and conferences;
7. Ensure timely maintenance of office equipment;
8. Receiving and registering PMU users.
9. Purchase of office supplies and supplies for the PMU;
10. Providing support to software specialists in organizing conferences, meetings, and round tables;
11. Assist the PMU Director in coordinating the work of PMU specialists;
12. Assistance in holding meetings for members of the ADB mission;
13. Preparation and maintenance of minutes during meetings;

14. Providing support to the financial manager in carrying out inventory surveys, records and updating the inventory base. Monitoring the effectiveness of inventory management, writing off low-value and fast-wearing items in a timely manner and in accordance with established procedures;
15. Maintenance and archiving of personal files for PMU specialists;
16. Preparation of the annual leave schedule for specialists and maintenance of the vacation balance;
17. Providing support to PMU employees in entering data/information, entering information into programs and platforms used in the project);
18. Organization of transport for PMU employees in accordance with the activity plans, coordinate the driver's work;
19. Filling out and preparing travel documents for PMU specialists;
20. Organizing hotel room reservations for PMU specialists, seminar participants, booking and purchasing airline tickets.
21. Save and archive project documents, prepare all documentation and submit the EA after the project is completed.

B. Translation

1. Ensuring accurate and high-quality translation of incoming and outgoing documentation, translation of technical, legal and other procurement-related documents, materials of conferences, missions, meetings and round tables within the project and the executive agency;
2. Editing and preparing a summary of translations without changing its semantic content, if necessary.
3. Providing an accompanying translation during negotiations, meetings, conferences held in English (consecutive translation)

Performing other tasks on behalf of the PMU Director.

Qualification requirements

- Higher education in linguistics, social sciences or a related field;
- At least 5 years of experience in translation;
- At least 3 years of experience as an office manager/translator in projects funded by international organizations;
- Skills in translating and processing documents in accordance with ADB procedures;
- Experience in administrative and economic work and working with personnel;
- Knowledge of ethics of business communication, fundamentals and standards of office work;
- Fluency in spoken and written English, Russian and Kyrgyz languages;
- Confident computer skills, knowledge of basic computer programs; ability to handle office equipment;
- Excellent communication skills, negotiation skills, and teamwork skills.
- Knowledge of the rules and regulations of occupational health, safety, industrial sanitation and fire protection.

Expected result/ Reporting requirements:

The employee is accountable to the PMU Director, and will provide project progress reports as needed.

The Client reserves the right to terminate the contract unilaterally in case of unsatisfactory work of the Employee.

Place of Assignment:

Bishkek, Kyrgyz Republic