



Job Advertisement

## **Office and Accounting Assistant** (20 h/week)

*for UfU Central Asia in Astana*

### **ABOUT UfU and UfU Central Asia**

The Independent Institute for Environmental Issues (UfU) is a Berlin-based, non-profit and scientifically grounded environmental institute with more than 35 years of experience in environmental protection, climate policy and sustainable development.

UfU Central Asia is being established in Astana as an independent, public-interest think tank. Its mission is to strengthen evidence-based environmental and climate policy in Kazakhstan and, in the longer term, Central Asia. The focus areas include climate change, carbon farming, soil and water management, and sustainable agriculture.

UfU Central Asia operates under the scientific responsibility of UfU Berlin and in accordance with internationally recognised standards of scientific integrity, transparency and neutrality. It is conceived as a long-term institutional structure rather than a short-term project platform.

More information: <https://www.ufu.de/en/>

## ABOUT THE POSITION

**Planned start:** July 2026

**Location:** Astana

**Working time:** 20 hours per week (with potential adjustment depending on institutional development)

**Initial contract:** fixed-term, subject to applicable employment law in Kazakhstan (extension intended)

The Office and Accounting Assistant supports the daily administrative and financial operations of UfU Central Asia during its start-up phase. The role is essential for ensuring structured office management, transparent financial documentation and compliance with internal and contractual requirements.

The position reports to the Coordinator in Astana and works in close coordination with the finance team at UfU Berlin.

The employment relationship may include a probationary period in accordance with applicable labour law in Kazakhstan.

## KEY RESPONSIBILITIES:

- Manage day-to-day office administration in Astana
- Support bookkeeping processes and maintain structured financial documentation
- Prepare invoices, track payments and maintain financial records
- Assist in budget monitoring and documentation for reporting purposes in coordination with the Coordinator and UfU Berlin
- Support the administration and accounting of project funds in line with internal procedures and donor requirements
- Coordinate procurement procedures in accordance with institutional rules
- Maintain structured filing systems (digital and physical)
- Organise meetings, workshops and logistical arrangements
- Support communication with service providers, public authorities and project partners

## REQUIREMENTS:

- Relevant vocational qualification or university degree in accounting, business administration or a related field
- Professional experience in office administration and basic accounting
- Experience in the financial administration of projects and handling of project-related documentation
- Basic knowledge of tax and financial reporting procedures in Kazakhstan
- Strong organisational skills and attention to detail
- Confident use of standard office software (Word, Excel, Outlook), including solid Excel skills
- Fluency in Kazakh and Russian; basic English skills sufficient for administrative communication; basic German skills desirable
- Reliability, discretion and structured working style
- Ability to work independently within a small team structure
- Commitment to transparency and accurate documentation standards

## WHAT WE OFFER:

- An administrative position within a newly established independent think tank
- A structured start-up environment with clear internal procedures and close coordination with UfU Berlin
- The opportunity to contribute to the operational foundation of a policy-oriented environmental institution
- Remuneration and benefits in line with UfU's internal pay structure, adapted to applicable employment, tax and social security regulations in Kazakhstan
- Possibility of limited remote work, depending on operational requirements

## APPLICATION PROCESS:

Please submit your application (motivation letter and relevant documents combined in one PDF file, max. 5 MB) by 15 May 2026 to:

Sami Çeltikoğlu  
[sami.celtikoglu@ufu.de](mailto:sami.celtikoglu@ufu.de)

Interviews are expected to take place in late May 2026.

Please note:

- employment conditions will be governed by applicable labour and tax regulations in the Republic of Kazakhstan,

- this recruitment process is subject to the required approvals by the competent authorities in the Republic of Kazakhstan.

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