



**AWB | USF**  
Academics without Borders  
Universitaires sans frontières

**VOLUNTEER OPPORTUNITY  
SUPPORTING DEVELOPMENT OF RESEARCH SUPPORT SERVICES AT THE  
UNIVERSITY OF CENTRAL ASIA**

**AWB Volunteer Opportunity: Research Support Services**

Academics Without Borders (AWB) is a Canadian nonprofit organization. Its mission is to help low and middle income countries improve their universities and colleges so that they can train their own experts and conduct research to promote their countries' development.

AWB's projects are involved in the full range of university and college activities from expanding and improving existing institutions and programs to helping create new ones. AWB fulfills its mission by coordinating volunteers on projects that originate in and are owned by developing world institutions. AWB volunteers are reimbursed for their expenses but are not paid a salary.

**Volunteer Opportunity Reference:** Advising on the development of research support services.

**Number of Volunteers:** 1

**Partner Organization:** University of Central Asia

The University of Central Asia was founded in 2000. The Presidents of Tajikistan, the Kyrgyz Republic, Kazakhstan, and His Highness the Aga Khan signed the International Treaty and Charter establishing this secular and private University.

The mission of the University is to promote the social and economic development of Central Asia with a particular emphasis on the mountain societies, while helping people of the region to preserve and draw upon their rich cultural traditions and heritages as assets for the future. The University of Central Asia seeks to contribute leadership, ideas, and innovations to the transitioning economies and communities of the region through modern educational and vigorous research programs that produce knowledgeable, skilled and creative graduates.

The University of Central Asia consists of the School of Arts and Sciences, the Graduate School of Development, and the School of Professional and Continuing Education.

**Location:**

Bishkek, Kyrgyz Republic. This project will be conducted both online and in person.

**Language:** English

**Volunteer Role Description:**

During its early years of operations UCA focused on the development and establishment of its educational programs. These include undergraduate education at residential campuses in Naryn (Kyrgyz Republic) and Khorog (Tajikistan) and short courses through its School of Professional and Continuing Education.

To support these activities, the University's Development and Donor Relations (DDR) Office was established. The main activities of the office consisted of accessing opportunities for programmatic funding, primarily the principal multilateral and bilateral development agencies in order to mobilize resources to expand programmatic outreach and impact.

UCA is now in the process of consolidating its activities and the University is seeking to develop its research output. In order to support this, DDR has transitioned to become the Office of Research and Development (ORD) as it seeks to establish the necessary structures to guide and support sponsored research. These structures will include effective data and information management, research funding expertise, and research capacity building initiatives.

The objectives of the project are to; guide and advise the existing Office of Research and Development to create the structures required to support sponsored research at the University, and to be able to report both internally and externally on the successful research that is taking place. Part of this restructuring will include processes on how to equip key stakeholders and officers who have previously focused on supporting development outcomes with the knowledge and skills necessary to support research output and impact. Recognising that UCA is a unique University with a physical presence in the Kyrgyz Republic, Tajikistan and Kazakhstan, and with outreach activities and offices in Afghanistan, these structures will need to be built to meet the unique needs of the Institution.

The volunteer will further conduct a needs assessment with early career researchers at UCA to assist in the development of a program to address faculty wide capacity building in research and use needs assessment findings to advise on the development of a faculty led training program.

**Requirements:**

We are looking for a faculty member (working or retired) with a PhD and experience in research administration and in the development of research support structures. The selected candidate will have an extensive research track record, experience securing grants, and expertise in mentoring grant applicants. Applicants should have excellent interpersonal, communication and facilitation skills and be excited about the role of higher education in global development. Those with experience working in academic settings in low and middle-income countries are especially encouraged to apply.

**Start Date and Duration:**

Ideally, the volunteer will be able to start online collaboration as soon as possible and conduct the on-site work in the summer of 2024. Where possible, dates of international travel will be adjusted to the availability of the successful applicant. The successful candidate should expect

to be engaged in project activities for up to one year, with the specific time commitment varying week to week.

**Applications:**

Please send to Corrie Young, [cyoung@awb-usf.org](mailto:cyoung@awb-usf.org):

- Your CV, including your contact information
- A statement of your motivation in seeking the position
- Two (2) letters of reference – please either include the letters of reference with your application package or have them sent separately to Corrie Young, Associate Executive Director - Projects & Network, [cyoung@awb-usf.org](mailto:cyoung@awb-usf.org), by the application deadline.

**Deadline:** February 12 2024