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Senior Officials Committee

Online meeting on 8 December 2021

**DECISION OF THE SENIOR OFFICIALS COMMITTEE**

**on the Staff Matrix of the CICA Secretariat**

The Senior Officials Committee,

Approves the attached Staff Matrix of the CICA Secretariat for General/Support Personnel.

**STAFF MATRIX OF THE CICA SECRETARIAT  
(GENERAL/SUPPORT STAFF POSITIONS)**

No.	Title	Job Description	No. of posts	Maximum salary rates per post (per month)	Maximum salary rates (total per month)
1.	<b>Adviser to the Executive Director</b> <i>(previously Consultant)</i>	Providing advice to the Executive Director and support to coordination between the Chairmanship and Secretariat. Drafting and analyzing legal, political and administrative documents. Preparing documentation for and providing substantive and organizational support to planning, conduct and follow-up of meetings of CICA governing bodies. Any other work assigned by the Executive Director.	1	7000,00	7000,00
2.	Expert (Military-Political Dimension)	Monitoring and analysis of security issues within and beyond the CICA region having implications for the region, with particular reference to military and political situations. Contribution to the work of appropriate CICA bodies and activities within the military-political dimension. Providing expert analysis of and recommendations on CICA events on implementation of confidence building measures (CBMs) and cooperation in the military-political dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00

3.	Expert (New Challenges and Threats Dimension)	Monitoring and analysis of issues related to the new challenges and threats within and beyond the CICA region, specifically in all priority areas of the new challenges and threats dimension, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the new challenges and threats dimension. Providing expert analysis of and recommendations on CICA events on implementation of CBMs and cooperation in the new challenges and threats dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00
4.	Expert (Economic Dimension)	Monitoring and analysis of economic issues within the and beyond the CICA region, specifically in all priority areas of the economic dimension, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the economic dimension. Providing expert analysis of and recommendations on CICA events on implementation of CBMs and cooperation in the economic dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00
5.	Expert (Environmental Dimension)	Monitoring and analysis of environmental issues within the and beyond the CICA region, specifically in all priority areas of the environmental dimension, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the environmental dimension. Providing expert analysis of and recommendations on CICA events on	1	3500,00	3500,00

		implementation of CBMs and cooperation in the environmental dimension. Preparing relevant materials and participation in various events.			
6.	Expert (Human Dimension)	Monitoring and analysis of human dimension issues within and beyond the CICA region, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the human dimension. Providing expert analysis of and recommendations on CICA events on implementation of CBMs and cooperation in the human dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00
7.	Accountant	Handling accounts of the Secretariat in accordance with financial rules and regulations of CICA and other regulatory documents. Handling bank accounts of the Secretariat. Receiving and disbursing payments. Preparing budget and financial statements.	1	3500,00	3500,00
8.	Legal Adviser	Providing legal advice and analysis regarding CICA documents, regulatory framework of the Secretariat and the Rules of Procedure. Providing advisory and drafting service on all legal matters of the Secretariat activities, including human resources, administrative and financial issues, drafting and reviewing contracts and agreements.	1	3325,00	3325,00
9.	<b>Personal Assistant to the Executive Director/Deputy Executive Director</b>	Rendering secretarial and administrative assistance to the Executive Director/Deputy Executive Director. Keeping the schedule and record of his/her engagements. Making travel arrangements for duty travel. As required, preparation of files, handling	2	3150,00	6300,00

	<i>(previously Secretary to Executive Director/Deputy Executive Director)</i>	correspondence and following up on tasks. Handling any other work assigned by the Executive Director/Deputy Executive Director.			
10.	<b>Documents Management Officer</b> <i>(previously Chancery Officer)</i>	Managing, maintaining and controlling all incoming and outgoing correspondence of the Secretariat. Processing, registration, filing, dispatch and circulation of Secretariat documents. Designing, maintaining and further improvement of Secretariat filing and archiving systems. Handling any other work assigned by Executive Director/Deputy Executive Director.	1	3150,00	3150,00
11.	Human Resources Officer	Designing and implementing human resources management policies by establishing standards and procedures in accordance with the CICA Staff Regulations and other regulatory documents. Keeping personnel records and handling recruitment and staff appraisals. Ensuring that health and safety policies are up to date.	1	3150,00	3150,00
12.	Office Management Officer	Maintaining office services and efficiency by organizing office operations, planning and implementing office systems, layouts and supplies, and administering related procurement.	1	2975,00	2975,00
13.	<b>Translator - Interpreter</b> <i>(previously Translator)</i>	Translation of documents from English into Russian and vice versa. Interpretation at meetings within the framework of CICA. Fluency in Kazakh is essential for correspondence with the host country.	3	2975,00	8925,00
14.	Public Relations Officer	Disseminating information about CICA and its activities to the press, social media and general public. Drafting	1	2800,00	2800,00

		press-releases and other types of public information. Managing content of the Secretariat website and keeping it up to date. Monitoring CICA related publications in the media. Handling press interviews – both print and visual.			
15.	Information Technologies Officer	Providing IT support within the Secretariat and technical assistance in resolving IT related issues. Maintaining IT systems, equipment, hardware and software of the Secretariat, keeping them up to date. Administering the website of the Secretariat. Providing technical support to CICA meetings.	1	2800,00	2800,00
16.	Administrative Assistant	Handling routine administrative tasks within the Secretariat, such as travel arrangement and hotel booking, procurement, assistance to Secretariat staff members in onboarding, accreditation and addressing host country related issues. Handling any other work assigned by the Executive Director/Deputy Executive Director.	1	2450,00	2450,00
17.	<b>Driver - Technical Assistant</b> <i>(previously Driver-Technician)</i>	Providing services of a driver. Ensuring maintenance of all Secretariat vehicles in good condition. Checking and gathering supplies. Observing and reporting incidents. Carrying out necessary paper work related to registration of vehicles. Handling any other work assigned by the Executive Director/Deputy Executive Director.	1	1775,00	1775,00
18.	Driver	Providing services of a driver. Maintaining assigned vehicles in good condition and completing vehicle service requirements. Handling any other work	2	1775,00	3550,00

		assigned by the Executive Director/Deputy Executive Director.			
19.	<b>Documents Assistant</b> <i>(previously Superintendent)</i>	Maintaining both physical and digital archive of documents of the Secretariat. Providing assistance to Documents Management Officer with managing correspondence and designing and maintaining filing and archiving systems.	1	1425,00	1425,00
20.	<b>Senior Team Assistant</b> <i>(previously Superintendent)</i>	Handling any assignments by the Executive Director/Deputy Executive Director, including substantive and administrative assistance to other team members.	1	1425,00	1425,00
21.	<b>Team Assistant</b> <i>(previously General worker)</i>	Handling any work assigned by the Executive Director/Deputy Executive Director, including administrative and technical assistance to other team members.	4	1075,00	4300,00
<b>Total number of posts</b>			<b>28</b>		
<b>Total maximum amount of salary rates per month</b>					<b>76350,00</b>
<b>Total maximum amount salary rates per year</b>					<b>916200,00</b>