

ZHAMILIA DAIROVA

Personal information:

Last name: Dairova
First name: Zhamilia
Date of birth: 8 of May 1991
The place of birth: Bishkek, Kyrgyzstan

Education:

2009 - 2014 The faculty of International Relations, specialty of International Relations, Kyrgyz Russian Slavic University named after B.Yeltsin, Bishkek, Kyrgyzstan.
2016 - 2018 The faculties of social and political sciences, Regional studies: «Integrated Water Resource Management», Kazakh-German University, Almaty, Kazakhstan.

Participation in the national and international internships:

February - March 2016 The department of International Relations, The Office of Government of Kyrgyz Republic, Bishkek;
June 12 – 24, 2017 International Master’s Summer School at the Kazakh National Agrarian University, Almaty;
August 27 –September 1, 2017 The World Water Week 2017, Stockholm International Water Institute, Stockholm;
January 15 –April 15, 2018 Central Asian Water and Women Association, Almaty;
June 04 – 20, 2018 Summer School “Basics of water management, Theory and Practice” TIAME, Tashkent;
August 1 – 21, 2018 Scientific Research Expedition “From glaciers to the Aral Sea”, Kazakhstan, Kyrgyzstan, Uzbekistan, Tajikistan.

Participation in the international trainings and conferences (selected):

June 18 – 19, 2017 A training seminar on the Water law and water cooperation in Central Asia organized by the UN Regional Centre for Preventive Diplomacy for Central Asia (UNRCCA), Almaty;
June 5 – 8, 2017 Central Asian International Environmental Forum, by Government of the Republic of Uzbekistan, Regional Environmental Centre for Central Asia and the Ecological movement of Uzbekistan, Tashkent;
October 13, 2017 Blue Drop Innovation Challenge Contest by ADB, the National Agrarian University, Almaty;
February 14 – 15, 2018 Central Asian Citizens Forum towards World Water Forum 8, by the Government of Tajikistan, by the Citizen Process Commission, Kazakh-German University and others, Dushanbe;
October 23 – 26, 2018 The World Mountain Forum (WMF) 2018, by the Government of the Kyrgyz Republic, UCA, the Government of Switzerland and the Aga Khan Foundation United Kingdom, Bishkek;

Social activity: Member of the Central Asia Youth for Water, Representative of Kyrgyzstan (<http://cay4water.org>), member of the Central Asian Water and Women Association.

Work experience:

October 2014 – July 2016 Project assistant, The Regional Mountain Centre in Central Asia, Bishkek, Kyrgyzstan;

(Assistant of the project related to the climate change and adaptation in mountain areas of Central Asia within which the series of regional seminars were conducted and the manual was published as a result of the project.)

Responsibilities:

- assisting in the organization of the meetings and seminars on the regional level;
- providing technical assistance with drafting of work plans, reports any other correspondence;
- preparation of the narrative reports and minutes of all project events;
- maintaining of a project data base and assist with seminars activity monitoring;
- logistical support during the event organization;

August 2017 – April 2018 NRI projects assistant, UNESCO Chair of Water Management in Central Asia, Kazakh-German University, Almaty, Kazakhstan;

(Assistant of projects realized within the framework of the UNESCO Chair mainly related to the water management in the Central Asian region.)

Responsibilities:

- developing projects outlines, reports and public information materials, and ensuring their timely and appropriate follow up;
- assisting in the organization of the meetings and conferences both on national and regional levels;
- contribution to the visibility of the project activities through information sharing;
- facilitation of the translation of all necessary documents (reports, presentations, programs etc.);
- preparation of the narrative and financial reports in accordance with the standard procedures;
- logistical support and daily office activities;
- performing any other duties that may be requested for the successful delivery of the Office's programmes.

September – December 2018 Consultant, The World Centre for Agroforestry (ICRAF), The University of Central Asia, Bishkek, Kyrgyzstan;

(Consultant at the office of ICRAF and responsible for organization of field trips for the exchange students from Germany to organize interviews and surveys with local communities.)

Responsibilities:

- assisting exchange students to conduct the interviews with local authorities, civil society in the region;
- preparation of necessary documentation for the interviews, including surveys in both Russian and English languages;

- keeping records on the expenditures;
- organization of field-trips and seminars in remote regions of Kyrgyzstan;
- translation of all needed documentation from English to Russian;
- preparation of minutes during the seminars and official meetings at the national level;

March 2019 – July 2021

NRI projects specialist, UNESCO Chair of Water Management in Central Asia, Kazakh-German University, Almaty, Kazakhstan.

(Specialist in charge of several projects, the student research competition supported by CAREC, Civil Servants trainings supported by the OSCE Programme Office in Nur-Sultan, Alumni Meeting programme by The Federal Foreign Office of Germany, Eco-Book, E-books, trainings on the academic writing.)

Responsibilities:

- management, coordination and monitoring activities within the project implementation period;
- organization of seminars, preparation of narrative and financial reports in accordance with the UNESCO Chair's requirements;
- translation of all documentation from English and Russian and their timely submission;
- cooperation with young and senior experts, representatives of state bodies and various non-governmental organizations in Central Asia;
- interaction with local NGOs and mass media;
- organization of offline and online conferences and trainings;
- development of concepts, programmes, time schedules for projects;
- realization of day-to-day office activities;
- preparation of the agreements for all involved project participants and other required documents;
- assisting with PR of the projects and dissemination of training materials and correspondence, preparation of relevant articles on the web and social media;
- maintaining system of comprehensive and transparent filing and archiving of project related information;
- preparation of all financial and administrative documents related to the project implementation in accordance with UNESCO rules and procedures and ensure their timely submission.

August 2021 – to present time

chief specialist, Department on climate and sustainable development, Ministry of natural resources, ecology and technical supervision of the Kyrgyz Republic.

Responsibilities:

- management and coordination of activities on climate related issues;
- participation in the development and implementation of a unified state policy in the field of climate change, mitigation and adaptation to climate change and low-carbon development,
- participation in monitoring and preparation of proposals on the effective implementation of measures in the field of climate change, mitigation and adaptation to climate change, within the framework of international and national projects;
- preparation of proposals on the issues of approving Memorandums and agreements in the field of environmental protection and climate change;
- facilitation the monitoring process to provide the necessary information to the UNFCCC bodies on climate change;
- interaction with public associations that carry out activities in the field of climate change;
- taking part in determining the strategy and policy of the Ministry in the field

- of climate change and low-carbon development;
- performing other functions prescribed by the relevant legislation.

Publications:

“The economic belt of the Silk Road and international legal aspects of environmental safety” the Research Institute of International and Regional cooperation at Kazakh-German University, March 15, Almaty 2017, p. 26-52

“The New Silk Way and transboundary water resources between China, Kazakhstan and Russia in the context of international environmental law” Al-Farabi Kazakh National University, Materials of the International Scientific Conference of Students and Young Scientists, April 9-12, 2018, p. 287

Computer skills:

Microsoft Office

Language proficiency:

Kyrgyz and Russian – mother tongue; English – professional; TOEFL iBT, June 20, 2020

Reading	Listening	Speaking	Writing	Overall
25	24	25	24	98