



Public Organisation „SAODAT“ in Khujand is currently looking for a

## Project Assistant

**Deadline:** February 15, 2024  
**Location:** Khujand with field trips to Isfara, Kanibadam and border provinces  
**Type of involvement:** 75% of working time  
**Duration of the contract:** 23 months, starting from March, 1, 2024

### General project information:

With the support of European Commission DVV International in partnership with PO “Saodat” will be implementing the 24-months project “TRUST–TogetherR Unite efforts for regional StabiliTy” in Tajikistan, Kyrgyzstan and Uzbekistan. The project aims at sustainable peace in border areas of Fergana Valley is enhanced through promotion of peace culture. This aim will be achieved by capacity building of local civil society and stakeholders (CSOs, IIGs, and community leadership), support of community-led local and cross-border projects/initiatives, cross-border peaceful dialogue.

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The Project Assistant (PA) will assist the project programs, selection of the target groups together with the local administrations, schools and other stakeholders, elaboration of information materials for the programs and everyday monitoring of the program implementation. She/He will work closely with the project staff both in Dushanbe and Sogd Oblast, local partners, civil society organizations, local initiative groups and stakeholders to ensure timely and quality implementation of the project. She/He will oversee day-to-day progress of activities and will ensure that the implementation of the project activities, meeting DVV International and European Commission quality standards, is completed on-time, within budget, and to maximum effect. The PA will also collaborate closely with the DVV International team in Tajikistan, implementing partners, as well as trainers, mentors and experts working on the project to ensure the deliverables are of high quality, and delivered in a timely manner.

### Duties and responsibilities:

- Assists Project Manager in planning and coordinating project implementation in Isfara and Kanibadam, ensuring smooth and qualitative project cycle management in accordance with the project activity plan and budget;
- Assisting the manager in planning and coordinating the implementation of the project in Tajikistan;
- Responsibility for daily work on the project;
- Supervising coordinators of local partner organizations and stakeholders;
- Control over the correct targeted use of grant funds (DVV and partners) (budget and Justification);
- Conducting monitoring visits to project sites;
- Maintaining correspondence with partner organizations and experts on project issues;
- Collection and processing of project data, including on the activities of partners;
- Acceptance of program reporting from partners and verification of supporting documents;
- Timely preparation/submission of necessary periodic reports (including presentations) (to manager, director);
- Responsibility for the preparation and publication of printed project materials (signs, certificates, booklets, training manuals, etc.) in accordance with visibility regulations;
- Responsibility for PR and media coverage of project activities;
- Participation in organizing project events (ordering lunch and coffee breaks, hotels, etc.);
- Drawing up letters, memoranda, contracts and acts, etc., etc. within the project (trainers, consultants, experts, service providers, etc.);

- Communication with representatives of partner organizations, government agencies and stakeholders within the project;
- Preparation of the necessary documentation for external audit/verification (local, donor, RO and GO);
- Traveling on business trips if necessary;
- Participation in organization events (meetings, etc.) directly related to its activities;
- Compliance with the internal regulations of the organization.

*As job descriptions cannot be exhaustive, the position holder may be required to undertake other duties that are broadly in line with the above key duties*

### **Qualification requirements:**

- High degree or equivalent preferably in Social Sciences, Economics and Finance, International Relations;
- Knowledge and understanding of the EU funded project formats and logic;
- At least 3 years of project assistance experience in international cooperation;
- Up to 3 years of relevant experience at the community and national levels on social cohesion programming and/or conflict prevention;
- Proven experience of working with high-level national and regional state institutions in any capacity;
- Experience in monitoring and evaluation;
- Very good communication skills;
- Sensitivity in cooperation with partners;
- Presentation and moderation skills;
- Experience in implementing EU funded projects is highly desired;
- Experience from peacebuilding projects is highly desired;
- Advanced knowledge of English, Tajik and Russian languages (written and oral); knowledge of Central Asian languages (Kyrgyz, Uzbek) is an asset.
- Advanced user of computers and office software packages (MS Word, Excel, etc.)

The successful candidate can start as from 01 of March, 2024 with a probation period of two months.

### **Application procedure:**

Please send your updated CV in English (indicating potential references from former jobs), as well as the Cover Letter to the following addresses: ngo\_saodat@mail.ru

Please include the following in your cover letter: Minimum monthly rate or current salary, where you found this posting.

### **The deadline for submission of Applications is February 15, 2024.**

We are looking to fill this position with the right candidate.

Only applicants invited for an interview will be contacted.

No phone calls, please.

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*Public Organization "Saodat" is non-governmental, non-profit, charitable organization, operating since 1999. The mission of the organization is to promote the development of women and their families through the protection of political, economic, social and cultural rights and freedoms, participation in the management of state and public affairs, and the establishment of a favorable social climate for building a civil society.*

*DVV International is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany. DVV International operates worldwide with more than 200 partners in over 30 countries.*