



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

## Project Manager

<b>Deadline:</b>	February 15, 2024
<b>Location:</b>	Khujand with field trips to Isfara, Kanibadam and border provinces
<b>Type of involvement:</b>	75% of working time
<b>Duration of the contract:</b>	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 Manager (PM) will work closely with the project staff both in Dushanbe, Isfara and Kanibadam, 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 PM will also collaborate closely with the DVV International team both in Tajikistan and Kyrgyzstan (Regional Director, M&E Specialist, Team Leader, Country Project Coordinator, Regional and National Finance Managers), 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:

- Plans and coordinates project implementation in Isfara and Kanibadam, ensuring smooth and qualitative project cycle management in accordance with the project activity plan and budget;
- Determines appropriate implementing mechanisms to achieve the projects’ strategic goals;
- Plans, coordinates and monitors the project activities and achievement of milestones in the project locations, ensuring compliance with the implementation plan, project budget, corporate and donor guidelines for management and financial procedures;
- Develops activity reports and submit to Country Project Coordinator in accordance with European Commission’s formats within the set deadlines;
- Establishes collaboration with stakeholders on the oblast level;
- Carries out internal monitoring and control;
- Consults project staff in Isfara and Kanibadam;
- Leads the communication and cooperation with a wide spectrum of local partners and stakeholders in the framework of the assigned project, including communication with implementers in Isfara and Kanibadam as necessary;
- Coordinates a professional knowledge management on the project, including the compilation of relevant information, the knowledge transfer and transparent flow/exchange of relevant information;
- Collaborates with other project staff such as Country Project Coordinator, Country Financial Manager, M&E Specialist, Overall Coordinator etc. on an on-going basis;
- Ensures project visibility in accordance with the European Commission’s Guidelines;

- Participates in the preparation, implementation and presentation of results of the Project;
- Upon completion of the project, prepares a final project report.

*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 education preferably in Social Sciences, Conflict Resolution and Peacebuilding, International Relations;
- At least 3 years of project coordination 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 financial and budget management;
- Experience in monitoring and evaluation;
- High management competence;
- Very good communication skills;
- Sensitivity in cooperation with partners;
- Presentation and moderation skills;
- Knowledge and understanding of the EU funded project formats and logic;
- 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](mailto: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.*