

## Vacancy announcement

<b>Position</b>	<b>Project Development Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Dushanbe, Tajikistan	<b>Type of contract</b>	CDD
<b>Contract duration</b>	6 months	<b>Security Risk Level</b>	Calm (1/4)

### About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,800 national staff 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Position context and key challenges

ACTED Tajikistan is committed to supporting sustainable and inclusive development in the country for over 20 years, working with the most vulnerable communities including women, disadvantaged youth and rural populations. With a coordination office in the capital Dushanbe and operational offices in Khujand, Murgab and Ayni, the NGO works to prevent natural disasters and support local civil society, and also contributes to the promotion of culture and heritage through the Bactria Cultural Centre.

### Key roles and responsibilities

The Project Development Officer (PDO) contributes to the development of project proposals in line with ACTED's global and in-country programme strategy, and ensures proper grant management, incl. timely reporting of project achievements to donors. The PDO facilitates internal communication and coordination with relevant departments, and contributes to ACTED external communication strategy.

#### 1. Fundraising

- Context Analysis
  - External relations
  - Fundraising and proposal development
  - Contracting
- a. Contribute to addressing in a timely manner all comments by donors on proposals in liaison with relevant staff in country and ACTED HQ GMU and finance;
  - b. Read thoroughly all contracts before signature, seeking ACTED HQ GMU and finance advice when required.

#### 2. Grant Management

##### 2.1. Contract follow-up

- a. Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known and met by Programme, AMEU and FLATS team;
- b. When any issue is identified in meeting deliverables in the given timeframe and budget, inform relevant staff in country and seek ACTED HQ Program Department advice on potential solutions that would meet donor rules.

##### 2.2. Reporting

- a. Participate in and take minutes of kick-off and close out meetings for each project
- b. Write quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with ACTED HQ GMU and finance, which will contribute ultimately to steady cash inflow;
- c. Work in close relation with AMEU to incorporate AME data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports and review M&E reports from AMEU;
- d. Liaise with FLATS teams when preparing reports, especially with finance to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports;
- e. Contribute to the monthly update of the Reporting Follow Up (RFU) and ensure smooth and regular communication with ACTED HQ GMU.



- f. Ensure ad hoc requests from donors are addressed in liaison with the CD, programme and support teams;

### *2.3. Partner Follow-up*

- a. Liaise with partners when required to develop relevant grant agreements in close coordination with ACTED HQ GMU and finance;
- b. Ensure partners report to ACTED in a timely and qualitative manner as per the requirements of the grant agreement.

## **3. Management and Internal Coordination**

### *3.1. Staff Management (if any)*

- a. Manage a Project Development Intern and/or Assistant(s) if any, following up the work plans and day-to-day activities;
- b. Mentor the PDI and/ or PDA with the aim of strengthening their technical capacity.

### *3.2. Internal Coordination and Communication*

- a. Facilitate interdepartmental communication and information sharing from the Base, to the Area, Capital, and even up to the regional and HQ offices by taking minutes of the various ACTED coordination meetings
- b. Ensure these meeting minutes are sent monthly to HQ;
- c. Keep ACTED HQ GMU and finance updated on latest developments, opportunities and challenges so that GMU can best advise on the way forward.

### *3.3. Filing*

- a. File properly contractual project documents both in hard and soft copies;
- b. Update regularly the Resource Centre at the office with appropriate and relevant external and internal resources.

## **4. External Communication**

- a. Contribute to ACTED external communication strategy by feeding regularly ACTED HQ Communication Department with informal updates on projects, a flash news, pictures, articles on projects progress and/or specific events for ACTED communication tools, including, but not limited to, ACTED Newsletter, websites and ACTED Annual Report;
- b. Ensure the update and design of in country communication and visibility tools and publications, their dissemination and availability to ACTED teams, as well as the capitalization of media and pictures of the mission;

### **Required qualifications and technical competencies**

- Master Level education in a relevant field such as International Relations, Development or Political Science
- 1-2 years previous work experience in a relevant position
- Previous related work experience, with knowledge of project design, proposal writing and grants management
- Knowledge of the humanitarian aid system and ability to understand the donors systems
- Strong oral and written communication skills, analytical skills
- Strong coordination and interpersonal skills
- Ability to work in a multicultural and fast-paced environment
- Ability to work well under pressure
- Good team spirit and ability to work with diverse profiles

### **Conditions**

- Salary between 1400 and 1600€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in ACTED guesthouse



- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 3 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

### How to Apply

Please send your application including cover letter, CV to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: PDO/ATJ**