

Vaccancy Announcement

Position	Team Leader	Starting date	TBD
Location	Dushanbe/Khujand (Tajikistan) – with travel in Sughd region	Type of contract	Fixed Term
Contract duration	12 months (renewable)	Application's deadline	31/08/2023

About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

Position's context and key challenges

Acted is committed to the promotion of a 3Zero world of Zero Exclusion, Zero Carbon, and Zero Poverty. Acted has been active in Tajikistan since 1996, helping to address the country's main development challenges and fostering opportunities for sustainable and inclusive development, especially in rural and remote communities. This includes a special focus on civil society development and transparent and effective governance.

The Swiss Agency for Development and Cooperation (SDC) has announced a new 12-year, 15 million CHF mandate project entitled '**Groundwater Management Project in the Sughd region in Tajikistan**'.

The main goal of the intervention is to improve the livelihood of the rural population in the Sughd region through improving groundwater management. The general objectives (outcomes) are:

- Ministry of Energy and Water Resources (MEWR) and relevant state entities develop a conducive legal and regulatory framework;
- Regional institutions manage groundwater resources sustainably.
- Water consumers use groundwater efficiently and effectively: They have skills and re-sources for efficient and effective water use and awareness on consequences of bad practices such as illegal borehole drilling.

The impact hypothesis of the project is that if MEWR and relevant state entities develop a conducive legal and regulatory framework; and if Institutions (MEWR, CEP, MDG, etc.) manage groundwater resources efficiently and effectively; and if water consumers use groundwater efficiently and effectively; then livelihood of the rural population is enhanced because ground-water is used according to agreed priorities and IWRM principles, its quality and availability is preserved.

Acted is now searching for an experienced Team Leader (to be based in Khujand or Dushanbe) to include in its bid for this tender.

Note, final recruitment is contingent on award of the tender to Acted; a decision is expected in January 2024.

Key roles and responsibilities

Overall management of the Inception Phase (01.03.2024 – 30.12.2024), Phase I (01.01.2025 – 31.12.2028) as well as subsequent phases if awarded to Acted. This includes the following responsibilities:

1. Project Planning
 - a) Develop overall project implementation strategy, systems, approaches, tools, and materials

- b) Organize project kick-off and close-out meetings
- c) Plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives

2. Project Implementation Follow-up

- a) Oversee and manage the implementation of the project ensuring that technical quality and standards are considered and respected during project(s) implementation
- b) Organize regular project coordination meetings with project team
- c) Ensure budget utilization and physical target achievements are reviewed at least once a month as per work plan
- d) Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- e) Ensure that the project is implemented in accordance with relevant Acted technical guidelines and standards
- f) Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation
- g) Regular update the work plan, output tracker, PMF and other documents relevant for effective project management

3. Administration and Operational Management of Project Implementation

3.1. Finance

- a) Review the BFU(s) and provide accurate forecasts with BOQs
- b) Forecast monthly cash requirements of the project and submit to AC

3.2. Logistics

- a) Contribute to the development of Procurement plans
- b) Send accurate and precise order forms in a timely manner
- c) Contribute to quality checks and procurement committees to finalise suppliers' selection according to applicable scenario
- d) Confirm quality of material selection if and when applicable
- e) Ensure a proper management and use of the project assets and stocks
- f) Plan team movements based on available fleet and applicable policies

3.3. Administration/HR

- a) Participate in the recruitment of technical staff (development of organigrams, ToRs, elaborating the tests and reviewing them; interviews etc.)
- b) Ensure that project staff understand and are able to perform their roles and responsibilities
- a) Follow-up the work plans and day-to-day activities of the project staff
- b) Manage the project staff in cooperation with Area Coordinators
- c) Ensure a positive working environment and good team dynamics
- d) Undertake regular appraisals of staff and follow career management
- e) Manage interpersonal conflicts
- c) Ensure capacity building among staff in relevant sectors

3.4. Transparency

- a) Ensure project records and documents (Flat files, beneficiary list, donation certificates, attendance sheets etc.) are adequately prepared, compiled and filed according to ACTED procedures
- b) Ensure staff awareness of, and respect of, Acted's code of conduct and FLATS procedures

3.5. Security

- a) Ensure that each member of the project team is aware of security issues, policies, SOPs and they follow them accordingly
- c) In cooperation with the relevant Security focal point, monitor the local security situation and inform the Country Director or Area Coordinator of developments through regular written reports;
- d) Contribute to the updating of the security guidelines in the project area of intervention;

4. External Relations

- a) Support, facilitate or undertake communication and liaison activities to actively consult and involve SDC, beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation
- b) Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- c) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner
- d) Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication
- e) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others

5. Quality Control

- a) Assess the activities undertaken and ensure efficient use of resources;
- b) Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of project activities
- c) Ensure lessons learned are documented, shared and reflected in project planning and decision making
- d) Advise on, and assist with, project reviews conducted by MEAL
- e) Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development
- f) Identify and analyse gaps, ACTED's added value, synergies and opportunities in the areas the project(s) is / are implemented and pass relevant information to the N+1

6. Reporting

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members
- b) Draft (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.
- c) Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided

Required qualifications and technical competencies

- Relevant higher education and professional training for the position
- Demonstrated competences and approximately 10 years of experiences in managing and coordinating mandates comparable in size and scope;
- A solid background and significant experience in groundwater management, integrated water resources management, or other related fields
- Professional experience in transition countries, preferably in the Central Asia;
- Strong managerial skills, including result-oriented management, strategic planning, human resources management and financial management skills.
- Strong experience in steering and mentoring, capacity to anticipate issues and identify forward-looking solutions. Strong interpersonal, intercultural and communication skills;
- Proven ability to identify and facilitate systemic changes and learn from other successful and unsuccessful projects;
- Proven track record in cooperating with a large number of stakeholders and in strengthening/building the capacity of key partners;
- Experience working with SDC and/or other international donors;
- Mandatory English language capacities. Knowledge of at least one of the local languages (Tajik/Russian) in the area of intervention is an asset;

The proposed Programme Team Leader should be a well-respected individual with no political or other affiliations that could adversely affect the reputation of the Programme.

Conditions

If working in the country where they hold nationality or permanent residency, the selected candidate will receive a management salary in line with the respective national salary grid of Acted in that country and a benefits package (including comprehensive medical insurance, etc.) compliant with all applicable legislation in said country.

International candidates will receive a salary defined by the Acted's international salary grid, additional monthly living and accommodation allowances, transportation costs covered, including additional return ticket + luggage allowance, provision of medical insurance, etc.

How to Apply

We invite all enthusiastic candidates to apply for the position of **Team Leader** at ACTED in Tajikistan. If you have a passion for leadership and want to make a positive impact, we would love to hear from you!

Application Requirements:

To be considered for the role, please submit the following items (in English) to dushanbe.administration@acted.org with "**SDC Team Leader**" in the subject line before the deadline of **August 31, 2023**:

- A Cover Letter expressing your interest in the position.
- Your Curriculum Vitae (CV), not exceeding 2 pages, including your mobile number and email address.

ACTED is an Equal Opportunity Employer.