**Ташкилоти Ҷамъиятӣ**

**БАРНОМАИ ҶОНИБДОРИИ ИНКИШОФИ ИҶТИМОИ МАНОТИҚИ КУХИСТОН**

**ДАР ҶУМҲУРИИ ТОҶИКИСТОН**

**Public Organization**

**MOUNTAIN SOCIETIES DEVELOPMENT SUPPORT PROGRAMME**

**IN THE REPUBLIC OF TAJIKISTAN**

**RECRUITMENT: FIELD OFFICER**

**BACKGROUND**

The Public Organization ‘Mountain Societies Development Support Programme (MSDSP)’, a project of the Aga Khan Foundation (AKF) in the Republic of Tajikistan is a leading rural development organization working in four regions of Tajikistan covering over 1,600 villages. MSDSP is supported by numerous donor organizations to undertake multi-input area development activities that contribute to improvement of quality of life in rural Tajikistan by fostering: i) effective participatory governance through civil society institutional development, ii) sustainable agricultural intensification and land management, and iii) improved and expanded public services, and iv) private services for socio-economic and environmental development.

**PROJECT BACKGROUND**

MSDSP in partnership with World Food Programme Tajikistan (WFP) is implementing the Food Assistance for Assets Creation interventions in Gorno-Badakhshan Autonomous Region (GBAO) as part of WFP Tajikistan’s project titled “Building climate resilience of vulnerable and food insecure communities through capacity strengthening and livelihood diversification in mountainous regions of Tajikistan.” The project contributes to WFP Tajikistan’s Green Climate Fund project and takes a transformative approach to ensure food security and support communities to adapt to climate change through capacity strengthening and awareness raising of food insecure climate vulnerable communities and national actors for enhanced rural resilience and food security, and resilience building at household and community level through diversification of livelihoods and improved market access.

**PURPOSE OF THE ASSIGMENT**

To lead and coordinate the project field work and accountability MSDSP is looking for a highly motivated and experienced **Field Officer**. Under the Project Manager supervision and close coordination with the project team, the Field Officer will lead the planning and implementation of agriculture interventions. The Field Officer will be responsible for supporting PM with the implementation of the agriculture activities based on Detail Implementation Plan (DIP). The FO is expected to establish efficient and effective partnership and coordination of the project implementation with relevant MSDSP/AKF local and global team and partner organisations. Also, will support the PM in development of the progress reports according to the approved reporting formats and schedules, including development of the project reflection and solution workshop and project progress review meetings and surveys. Organise and store project related records, data, photos, success stories and other materials as per MSDSP system.

**DUTY STATION AND REPORTING LINE**

The Field Officer will be based in MSDSP’s regional office in Khorog, GBAO and report to Project Manager WFP project.

**ROLES AND RESPONSIBILITIES:**

* Support PM in compiling monthly project progress reports via data verification/validation.
* Support plan development and implementation of the project activities based on Detail Implementation Plan (DIP).
* Establish and maintain strong partnership and cooperation with relevant staff of MSDSP, partner organisations, project Steering Committee members that facilitate efficient implementation of project interventions.
* Organize field visit for the project partners and presents the project outcomes and achievements.
* Together with the PM develop a plan for joint monitoring of project activities, conducts field trips, draw up reports on identified shortcomings or best practices, and disseminate amongst the project team and relevant stakeholders upon sign off the report.
* Develop quarterly, semi-annual, and annual progress reports for government as well as donors.
* In the absence of PM attend and represent the project in relevant, internal, and external meetings including working groups related to project activities.
* Support updating the project Performance Measurement Framework (PMF) and Indicator’s actuals against project targets in Awards Information Management System (AIMS) on quarterly basis and coordinate with PM< AKF MERLU team on finalizing the project output data inputting/validation.
* Document systematically the lessons learnt, best practices and facilitate session among the project team and stakeholders.

**Other: Safeguarding/Gender**

* Ensure gender equality is mainstreamed into project design, planning, budgeting, implementation, monitoring and evaluation.
* Ensure the safeguarding requirements are met in the process of project implementation and monitored accordingly.

**ESSENTIAL QUALIFICATIONS**

***Education:***

* Bachelor’s degree in environmental sciences, agriculture, international development, sociology, economics, programme/project design or another related fields (master’s degree will be considered as an asset).

***Experience:***

* Experience or demonstrated interest in tackling poverty-related challenges.
* Experience in planning and leading project implementation and research activities, such as interviews, group sessions, and observations.
* M&E work experience in sector as agriculture and food security.
* Good presentation skills
* 3 years of proven experience in leading pilot and large-scale implementation of solutions along with monitoring, learning and evaluation.

***Special skills & knowledge:***

* Open, curious, and willing to experiment.
* Ability to manage teams comprised of members with diverse backgrounds that come from different organizations.
* Ability to listen, engage, and learn from communities.
* Ability to clearly communicate findings/solutions to the wider groups.
* Good report writing skills.
* Spoken and written fluency in English and Tajik is essential.

**APPLICATION PROCESS**

A cover letter (2 pages maximum) and resume (2 pages maximum) clearly demonstrating how applicants meet essential qualifications and asset criteria should be submitted with a subject line “Field Officer” to: Human Resources Department at [hr.recruitment@akdn.org](mailto:hr.recruitment@akdn.org) by no later than  **April 17, 2024**.

*MSDSP strongly encourages qualified female applicants for this position. MSDSP seeks to ensure that male and female employees are given equal career opportunities and that staff members are able to keep an appropriate balance between work and private life.*

*For more information on the Aga Khan Foundation and Aga Khan Development Network visit: http://www.akdn.org.*

*MSDSP Tajikistan recruitment and selection procedures reflect our commitment to equal opportunity, safeguarding of children from abuse and zero tolerance of sexual harassment.*

*DISCLAIME*

*By sharing their cover letter and resume with MSDSP in response to this job application, applicants consent for MSDSP to keep this information on file for recruitment and human resources management purposes.*

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