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**Regional Grants Assistant**

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| Type of employment: | Full-time employee for 1 year with the possibility of extension. |
| Duty Station: | Dushanbe, Head Office |
| Level: | Assistant |
| Work experience: | At least 3-5 years of professional work experience in relevant position UN, EU or other International Organizations; |
| Education: | Master degree in Management, Business Administration or other equivalent degree from the recognized international university; |
| Reporting line: | Country Director |
| Deadline: | 30.06.2024 |

Good Neighbors is an International non-profit humanitarian development NGO founded in Korea in 1991. Good Neighbors International works in 44 countries **and focus on community development to protect children’s rights and encourage the self-reliance of community.**

Good Neighbors exists to make the world a place without hunger, where people live together in harmony. Good Neighbors respects the human rights of the most vulnerable regardless of age, gender, culture, ethnicity, disability and religion and helps them live in self-reliance.

In alignment with our mission, Good Neighbors believes that all people’s human rights should be respected, and we recognize that we have a responsibility to protect their rights and to prevent any form of harm. Therefore, Good Neighbors has zero-tolerance towards any action that leads to the physical, sexual and/or psychological harm, violence, exploitation and emotional abuse especially for children (any person under the age of 18), women and vulnerable adults.

Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s shared responsibility and all GN employees and partners are required to adhere to GN’s Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All employees and partners must ensure that they understand and act in accordance with this clause, please see <https://www.goodneighbors.org/who/account>.

Good Neighbors International in Tajikistan (GNIT) has been working in Tajikistan since 1998. The objective of GNIT is to improve the lives of people, especially children through education, community as well as emergency relief projects. GNIT is working with the key stakeholders such as Ministry of Education, Ministry of Health, Ministry of Labor and migration, Committee of Women Affairs, Local authorities, INGOs UN and donor agencies such as, EU, GIZ, UNICEF, WFP, and others in an integrated approach to connect poor and vulnerable communities to quality education, health, water and sanitation services.

Good Neighbors International in Tajikistan now searches for an experienced **Regional Grants Assistant** who will support Country Director in her effort to ensure successful implementation of donor award requirements and reporting, ensuring basic compliance, accurate financial information and good quality narratives on program outputs as well manage and support daily needs of Country Director. To achieve GNIT’s goals, Regional Grants Assistant must be the connecting link between the Country Director and staff, partners, stakeholders and beneficiaries.

**Main Responsibilities:**

**The West Asia Regional Grants Assistant will have the following duties and responsibilities:**

1. **Access of Grants Opportunities**

* Conduct research on the latest trends and strategies of major donors for partnership development.
* Identify and assess additional grant opportunities within the West Asia region.
* Discuss with each area representative to determine whether ‘Go’ or ‘No Go’ of specific grant opportunities and then report the final decisions to Country Director.
* Support in development and implementing strategies for securing grants in the region.

1. **Grants Proposal Writing and Consulting**

* Support the process of concept notes and proposal development by working closely with Country Director.
* Draft grant proposals and supporting materials in English.
* Support in Coordinating grant-making process in the regions.
* Serve as the primary point of contact for all grant-related inquiries in the GNIT.

1. **Capacity Building for Grants Writing**

* Assess partners’ risks on grant management and compliance perspectives, develop and roll out capacity-building actions in coordination with all concerned.
* Support in conducting domestic grant workshops for capacity building of Grant Writing.

1. **Management of Active Grant Projects**

* Monitor on the progress of active grants projects.
* Update the status of grant projects on Interactive report of GN Impact Library.
* Identify and secure additional resources to supplement grant funding.

1. **Others support**

* Network with donor agencies.
* Coordinate the exchange of information between the Country Director and staff, as well as other branch offices
* Assist in preparation of various documents and materials for Country Director, keep the track and file them;
* Coordinate visibility materials by working close with Communication and Visibility staff;
* Provide the necessary assistance in organizing presentations, external and internal meetings and other events held by GNIT;
* Organize, take the minutes and hold monthly SMT meetings;
* Providing interpretation and translation on the executive’s behalf when necessary;
* If necessary, coordinate Country Director’s Business travel, airfare reservation and hotel accommodation as well as for her arriving guests, local partners and etc.
* Perform other related duties as assigned.

**ADDITIONAL INFORMATION**

* **Incomplete applications will not be considered.**
* Only shortlisted applicants will be contacted.

**ONLY GOOD NEIGHBORS INTERNATIONAL APPLICATION FORM SHALL BE CONSIDERED FOR THE SHORT-LIST,** recommendation letters are welcomed. Please download [GNT-Application-Form](https://untj.org/wp-content/uploads/2019/05/GNT-Application-Form-updated-May-2019.docx) fill it and send to [gnt.humanresources@gmail.com](mailto:gnt.humanresources@gmail.com)and [arina.nam@goodneighbors.org](mailto:arina.nam@goodneighbors.org) .

For additional information:

[www.goodneighbors.org](http://www.goodneighbors.org)

[www.goodneighbors.tj](http://www.goodneighbors.tj)

<https://www.facebook.com/gntajikistan/>

<https://www.instagram.com/goodneighbors_tj/>

<https://www.linkedin.com/company/15834558/>