**TOR/ VACANCY ANNOUNCEMENT**

**Position title:** STREAM Project Assistant

**Duty station**: Khujand, Tajikistan

**Target Area**: Khojabakirgan and Isfana watersheds in Sughd Region

1. **BACKGROUND**

Acted is an INGO working across 43 countries globally in pursuit of its triple mandate as a humanitarian, development, and environmental actor in response to the triple planetary crisis. Since 1996, Acted Central Asia works on strengthening civil society and good governance, gender equality, green economy, natural resource management and climate change adaptation, disaster risk management and emergency response.

1. **MAIN OBJECTIVE**

The project is presented under the Acted regional STREAM program, which aims to foster evidence-based and effective integrated NRM in the context of climate change, ensure sustainable use and availability of water resources, and contribute to peacebuilding in the Fergana Valley. Acted believes that peacebuilding approaches are most effective when leveraging shared interests to facilitate dialogue and foster tangible cooperation between conflicting groups. As such, STREAM has been improving regional water resource management in vulnerable communities of the Ferghana Valley by empowering local and national actors and promoting dialogue to ensure sustainable development amid climate change. The issue-based approach is guided by the principles of “Do No Harm”, and conflict and gender sensitivity and follows a participatory and inclusive development approach. It utilizes adaptive programming to respond to the evidence base by ensuring the effectiveness, inclusiveness, impact, and sustainability of the initiative.

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| 1. **PROJECT ASSISTANT DUTIES**

The Project Assistant agrees to act in accordance with the best commitment in mind, which may require him/her to present the best of the skills and experience interest to perform all the duties required of the Position. In carrying out the duties and responsibilities of the Position, he/she agrees to adhere to any and all policies, procedures, rules, regulations as administered by the Acted principles. In addition, the Project Assistant agree to abide by all governmental laws while employed by the Acted and shall be expected to work full-time. |
| 1. **CHAIIN OF COMMAND**

Under the authority of:* Country project officer

Responsible for:* Community Mobilizer
* Site Engineer
 | 1. **WORKING RELATIONS**

Internal Relations:* Area Coordinator in Tajikistan
* Regional Project Coordinator
* Regional Project Manager
* Project Officers
* Community Mobilizer
* Site Engineer
* FLAT Office

External Relations:* Local partner organizations
* Acted partners
* Local authorities at different levels
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| 1. **EXPECTED RESPONSIBILITIES OF PROJECT ASSISTANT**

The main responsibilities of the "Project Assistant" are as follows:* Assist the Regional Project Manager in overall management, monitoring and reporting of the project directly implemented by Acted in accordance with approved Project Agreement, Memorandum of Understanding, Work Plans, Budgets and donor regulations.
* Liaise with relevant Acted departments in all STREAM project issues as required by the project
* Prepare and organize internal and external meetings, taking the minutes and support Regional Project Manager in administrative/program documents.
* Cooperate with the representatives of line ministries related to NRM and DRR at province level.
* Participate in all local, regional, international meetings, events and web conferences, related to IWRM and DRR.
* Ensure to prepare, collect and check the quality and accuracy of all administrative and program documents provided by STREAM Community Mobiliser, STREAM Site Engineer, Drivers (beneficiary lists, expenses order forms, reports and other related to the project documents.
* Coordinate the development of project budgets, budget forecasts, expenditures and contribute to preparation of project financial reports.
* Organize and facilitate joint meetings with local authorities and stakeholders to determine and select the intervention zone for conducting project activities (e.g. simulation exercise, first aid).
* Assist the Project Management in developing contingency & emergency plans with various disaster scenarios related to the context of province and district levels.
* Supervise AFM (Acted Feedback Mechanism) among beneficiaries of target sites of the project.
* Assist the project's community-based and inclusive approach to work with existing CBOs and CSOs and reach diverse groups such as elderlies, WHH, PwD, minorities etc
* Visit project sites of target communities to provide monitoring and evaluation required by the project and support local staff with technical advice for improvement on project interventions.
* Other activities necessary for the successful implementation of the program.
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1. **POSITION REQUIREMENTS**

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| **Education** | **Required** | **Preferred** |
| University degree | **˅** |  |
| Further qualification in appropriate fields |  | **˅** |
| **Experience** | **Required** | **Preferred** |
| Experience in working in NRM and DRR sectors | **˅** |  |
| Experience in working with humanitarian organizations | **˅** |  |
| Experience in administration / finance | **˅** |  |
| Experience in writing narrative reports | **˅** |  |
| Minimum five years of experience in managing, training, supervising, and supporting staff in field operations and collaboration with vulnerable communities  | **˅** |  |
| Proven very good planning and coordination, designing, communication, budgeting and organizational skills for field operations. | **˅** |  |
| **Knowledge and skills** | **Required** | **Preferred** |
| Appropriate experience using Office 365 related to administration and finance. | **˅** |  |
| Proactive skills in training people and design and development of projects | **˅** |  |
| Strong sense of responsibility and commitment | **˅** |  |
| Excellent interpersonal communication skills | **˅** |  |
| Flexibility, multitasking, ability to work in team in a supportive and cross-functional way | **˅** |  |
| **Languages** | **Required** | **Preferred** |
| Fluently spoken and written Tajik | **˅** |  |
| Fluently spoken and written Uzbek | **˅** |  |
| Fluently spoken and written English | **˅** |  |
| Fluently spoken and written Russian | **˅** |  |

1. This term of reference is the main document defining a set of functions and requirements for the implementation of the STREAM Project in Tajikistan by the Acted’s Project Assistant.

Further information related to the project can be found at:

<https://www.acted.org>

**Submission of application:**

Interested candidates should send their resumes and cover letters to the following email address Tajikistan.jobs@acted.org with “STREAM Project Assistant (Khujand)” in the subject line and submit ASAP the following items (in English):

• Cover Letter expressing your interest, specifying the position applying (word document);

• A Curriculum Vitae (Not more than 2 pages) – mobile and email address included (word document).

Deadline: November 15, 2024

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