**Community Development Officer**

**Job Description**

**Project Description:**

The USAID Resilient Communities Activity (RCA) will build upon the predecessor program, Central Asia Support for Stable Societies (CASSS) project, to advance local capacity in preventing and countering violent extremist (P/CVE) activities across Central Asia. RCA will work closely with both government and civil society partners in delivering services to the most at-risk communities, expand engagement opportunities and address existing vulnerabilities. In Tajikistan, RCA will respond to developing trends and adapt strategies through learning to achieve the overall project goal of reducing risks of and increasing resilience to violent extremism (VE). Contingent on USAID funding, RCA Activity is due to end on September 30, 2027.

**Position**:

The Community Development Officer (CDO), while technically supporting and receiving direction from the RCA Tajikistan’s Country Director (CD), will provide timely support to the CD with implementation of the country program portfolio. The CDO, in tandem with the CD, will be responsible for providing support to and coordination on the Activity’s strategy, as well as grant development, implementation, and administration.

**Responsibilities**:

The CDO will:

* Support the CD on a daily basis with fulfillment of the CD’s responsibilities to include grant development, implementation, and administration.
* Support the CD’s efforts to complete grant approval request packages, inclusive of concepts for “yellow light” proposals, due diligence processes, budget development, and timeline planning.
* Provide technical support to RCA partners for the successful implementation of programmatic activities.
* In the absence of the CD, act as primary technical point of contact for following up tasks, including urgent, ad hoc taskers, e.g., from USAID and DAI home office, in a quality and timely manner.
* Ensure intervention-level information is reported up to the CD, and GFOO.
* Leads the process and development of calls for proposals and participate in subsequent review processes.
* Analyzes and evaluates grant applications and vendors, proposals and awards to ensure adherence to grants management policies.
* Ensures the subsequent grant agreements and associated paperwork accurately reflect approved activities.
* As necessary, performs site visits to monitor grantee’s performance.
* Monitors the activity implementation both through site visits and regular communication with grantees.
* Other responsibilities of a reasonable nature not explicitly referenced herein.

#### Required Qualifications:

* A minimum of a B.A. and three years of relevant experience working on programmatic, and grant-related activities for USAID-funded programs. A combination of additional relevant skills or experience may be considered in order to fulfill this requirement.
* Demonstrated strategic thinking, planning, management, and presentation skills.
* Advanced communication, organizational, and interpersonal skills.
* Fluent in English and Russian and the ability to speak other Central Asian language(s) highly preferred.
* Proficient in the use of Outlook email and MS Office (Word, Excel, PowerPoint).
* Possess both a willingness and an ability to train and be trained.
* Be both willing and able to travel to RCA partner communities, as well as regionally, e.g., to Almaty, to engage with various civil society stakeholders directly and effectively, and as necessary local government authorities.

**Reporting:**

The Community Development Officer will directly report to the Country Director.

**To apply for position:** please email your CV with the position title specified in the subject line to [hr\_rca@dai.com](mailto:hr_rca@dai.com) no later than December 11, 2024. CVs will be reviewed on a rolling basis until the vacancy is filled. Only those who send their CVs to the email specified will be considered. Please note that only shortlisted candidates will be contacted.