**Project Associate Consultant**

**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, 2025.

**Position**:

The Project Associate Consultant (PAC), 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 PAC, 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 PAC will:

* In coordination with the CD, act as primary technical point of contact for following up tasks, including urgent, ad hoc taskers, e.g., from RCA management team and DAI home office, in a quality and timely manner.
* 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.
* Regularly interact with grantees to register and negotiate their daily questions and concerns with the CD and to resolve them in a timely manner.
* Support with the process and development of calls for proposals and participate in subsequent review processes.
* Ensure the subsequent grant agreements and associated paperwork accurately reflect approved activities.
* Perform regular site visits to monitor grantee’s performance. Take high quality photos and develop travel reports.
* Monitors the activities’ implementation both through site visits and regular communication with grantees.
* Support the CD and Regional Communication Manager with developing and/or reviewing communication and visibility materials.
* 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 planning, management, and presentation skills.
* Advanced communication, organizational, and interpersonal skills.
* Fluent in English, Russian and Tajik is required.
* 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 to engage with various civil society stakeholders directly and effectively, and as necessary local government authorities.

**Reporting:**

The Project Associate Consultant will directly report to the Country Director.