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**Project Assistant**

**for “****Empowering Youth Through Entrepreneurial Skills” project**

**in Shahritus area**

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| Type of involvement: | Service contract |
| Duty Station: | “Shahritus” Community Development Project (CDP) |
| Level: | Assistants |
| Work experience: | Minimum of 2 years experiences preferably in corporate or an International NGO in the similar position with responsibilities |
| Deadline: | 26.01.2025 |
| Starting from: | February, 2025 |

Good Neighbors is an International non-profit humanitarian development NGO founded in Korea in 1991. Good Neighbors International works in 51 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 a **Project Assistant in Shahritus** for “Empowering Youth Through Entrepreneurial Skills” project. The main objective of the **Project Assistant** is to assist in the planning, execution, and monitoring of project activities, ensuring that the project meets its goals effectively.

*Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the services (GNIT Application Format ONLY, copy of documents evidencing appropriate qualifications and skills, experience and competence related to the task, description of similar tasks performed, references, etc).*

The candidates’ minimal qualification requirements are:

* High school or College diploma or other relevant education.
* Good in written and spoken English and Tajik, knowledge of Russian & Uzbek is an asset.

**Responsibilities:**

The **Project Assistant** will have the following duties and responsibilities:

**Project Implementation**

* Support the development and execution of project plans.
* Assist in conducting outreach to engage young entrepreneurs.
* Help in assessing the needs and challenges of participants.

**Monitoring and Evaluation**

* Collect and analyze data on project outcomes.
* Assist in preparing evaluation reports and recommendations.
* Monitor project timelines and deliverables.
* Maintain project documentation and records.

**Communication and Networking**

* Facilitate communication between project stakeholders.
* Support marketing efforts to promote the incubator and its services.
* Assist in building partnerships with local businesses and organizations.

**Other:**

* The employee may perform other duties as assigned by the supervisor.
* Provides monthly Service Completion Note.

**Qualification and Requirements:**

* Working skills in MS office and general web browsing.
* Good organizational abilities paired with strong communication and inter-personal skills.
* Hardworking and discreet, open to extended hours and managing heavy workloads under pressure if necessary.
* Attentive to instructions, accuracy, and attention to detail.
* Experience with an international agency dealing with social project activities is welcome.

**ADDITIONAL INFORMATION**

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

Further information and Terms of reference (for getting detailed information) can be obtained during the interview with the potential candidates

**ONLY GOOD NEIGHBORS INTERNATIONAL APPLICATION FORM SHALL BE CONSIDERED FOR THE SHORT-LIST,** recommendation letters are welcomed. Please download attached [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/>