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**PROJECT ASSISTANTS in Dushanbe, Kulob and Khujand**

**for the** **“Enhancing the cooperation of social, health and education sectors to address violence against children in Tajikistan” project**

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| Type of employment: | Full-time employee for 10 months with the possibility of extension. |
| Duty Station: | Dushanbe, Kulob and Khujand |
| Level: | Assistants |
| Work experience: | At least 2-3 years of experience on working as a Project assistant, in development context with international INGOs or UN agencies |
| Type of Contract: | Service Contract |
| Deadline: | 22.02.2025 |

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 is currently looking for an experienced **Project Assistants** for the **“Enhancing the cooperation of social, health and education sectors to address violence against children in Tajikistan” project** based in Dushanbe, Khujand and Kulob.

**This work must ensure donor expectations are met and projects are successfully implemented.**

**Project Assistants main responsibilities:**

1. **Program implementation and planning**

* To support the Project Coordinator in planning all field activities in line with GNIT and GNI strategies;
* Organizing and conducting meetings and seminars with representatives of local governments at the district level; establishing and training teachers, children, community group members, and village leaders to follow up on quality education issues.
* Close cooperation with the Interagency Representatives on Child Protection Issues, school management, teachers, student councils, and the community of the target districts.
* To support in testing developed training materials and innovative ideas.

1. **Capacity building of communities in target districts:**

* introduce targeted schools and communities with issues of сhild protection in Tajikistan;
* conduct trainings, education sessions, and awareness campaigns in accordance to project requirements;
* support project on disseminating relevant information and communication materials: information sheets and booklets on quality education;
* support project by preparing of success stories, press releases, articles and case studies;
* support key government partners to develop joint action plans to strengthen coordination among partners.

1. **Reporting**

* Provide result-based monthly reports to the Project Coordinator;
* Contribute in the development of project proposals and concept notes;
* Support the Project Coordinator in budget monitoring and keeping minimum the budget underspends;
* Participate in field-based need assessment and situation analysis;
* Facilitate trainings and other events for the children at school and community levels;
* Represent GNIT in the field.

**4. Program monitoring and delivery of results**

* Participate in monitoring and evaluation exercises, program reviews and annual sectorial reviews;
* Liaise with M&E assistant in monitoring of work done;
* Document best practice and lessons learnt; share it with the Project Coordinator and M&E staff.

**Requirements**

* University Degree on Education/ Social Science;
* Ability to establish robust relationships with the beneficiaries and local education authorities;
* Good understanding of issues related to access to quality general education;
* Good report writing skills;
* Excellent problem-solving, conflict prevention, and resolution skills;
* Excellent communication skills;
* Ability to work under pressure and difficult circumstances;
* Excellent interpersonal and organizational skills;
* Good training and facilitation skills;
* Ability to work with minimum supervision.
* Computer literacy Office (Word, Excel, PP and other appropriate software) and documentation skills.
* Highly developed interpersonal and English and Tajik/Russian communication skills including influencing and negotiation.

**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**. 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/>