**TERMS OF REFERENCE**

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| **Project Assistant** | |
| **Project:** Acted’s governance projects  **Base:** Dushanbe, Tajikistan | |
| **Background:**  Acted is an international Non-Governmental Organization (NGO) with headquarters in Paris, France and offices in 43 countries worldwide. Acted works together with local communities to respond to disasters and supports resilience building in the form of promoting inclusive and sustainable growth, co-constructing effective governance, and supporting civil society by investing in people and their potential.  **Project Summary:**  Acted is committed to promoting good governance, transparency, and civic engagement in Tajikistan by strengthening the role of civil society in policy processes and fostering inclusive economic development. The organization collaborates with civil society organizations (CSOs), government agencies, private sector stakeholders, and international partners to create an enabling environment for democratic participation, social accountability, and sustainable policy reform. Acted’s governance initiatives focus on enhancing citizen engagement, strengthening policy dialogue mechanisms, and improving the regulatory environment for civil society and social enterprises. The projects employ multi-stakeholder dialogues, policy research, advocacy campaigns, and capacity-building initiatives to equip CSOs, policymakers, and local communities with the knowledge and tools needed to drive meaningful change.  **Job purpose :**  Based in Dushanbe, the Project Assistant supports the implementation of project activities and helps manage grants effectively. This role involves preparing written materials, compiling grants implementation progress reports, finance status reports and ensuring timely completion of project tasks. The Project Assistant contributes to the quality and impact of project outcomes and reports directly to the Project Manager. | |
| **Chain of Command**  **Under the supervision of:**   * Project Manager   **Responsible for :**   * Downstream partners | **Working Relations :**  **Internal relations :**   * Project Coordinator * Country Director * Technical Coordinator * Project Team * FLATS Teams (Finance, Logistics, Administration, Transparency) * Project Development Unit * Monitoring and Evaluation Unit   **External relations:**   * Coalitions, alliances, platforms and CSOs * Business associations and private sector * Partner organisations, including civil society * National and international development organisations * Other relevant national and local project stakeholders |
| **Objective:** To support the implementation of project activities in a timely and professional manner, according to objectives, goals, and indicators, in line with donor requirements, and based on beneficiary needs. | |
| **Functions:** ***Project Planning and Implementation***   * Prepare and maintain project documentation, including grant management progress reports, financial status of the grants and other written materials. * Assist in managing grants, including tracking budgets and ensuring compliance with donor requirements. * Provide support in organising project meetings, workshops, events, and training sessions. * Prepare the work plan and time schedules for implementing project activities; provide translations. * Provide regular and timely updates on progress and challenges to the Project Officer and other project team members. * Travel to the districts of the targeted regions based on the need and request to participate in events, monitor partner activities, etc. * Support administrative coordination of project implementation, involving liaison with the organization`s units and external parties to initiate requests, obtain necessary clearances, process, and follow up on administrative actions.   ***External Coordination and Partner Management***   * + Undertake communication and liaison activities to actively consult and involve beneficiaries, actors, partners and stakeholders in all stages of project design and implementation.   + Identify opportunities to collaborate and coordinate efforts with other organisations to ensure the best results for project activities.   + Ensure that any issues or disputes with partners are resolved in a timely manner.   ***Grant Management***   * Jointly with the Project Officer, ensure adherence to donor procedures by project staff and consortium members; * Facilitate regular partner reporting on project activities, challenges and indicators. * Support the Project Officer in the preparation of progress and final reports, ensuring the quality and accuracy of technical information for project activities; * Fulfill communication activities through the regular collection of pictures and stories related to project activities.   **Quality Assurance**   * Ensure rigorous project documentation and information sharing. Provide regular communication and updates to the Acted Monitoring, Evaluation, Accountability & Learning (MEAL) team; * Ensure project records and documents, particularly documents that proof completion of activities (beneficiary lists, minutes, completion certificates, attendance sheets, etc.), are adequately prepared, compiled, and filed according to Acted and donor-specific procedures. * Help maintain a beneficiary master database containing all beneficiary registration and baseline information as well as the project activities from which the beneficiaries benefitted, ensure the data is protected from misuse in line with Acted’s data protection policy;  **Key Performance Indicators**  * % of project milestones completed on time as per the original plan. * % of project activities completed within the scheduled timeframe. * Number or percentage of beneficiaries reached by project activities. * Accuracy and completeness of grant documentation prepared in accordance with EU funding regulations. * Project records and documents (beneficiary lists, donation certificates, attendance sheets, payment sheets) available for all project activities * Level of engagement and cooperation with project partners, including CSOs, youth activists, and government agencies. | |
| **Qualifications**:  * Bachelor’s degree in business administration, social science, economics, law, or another relevant field with a minimum of 2 years professional experience ; * Prior experience in operational assistance at an international organisation or NGO is an asset; * Prior experience in grants management assistance is preferred * Strong written and spoken communication skills in English, Russian and Tajik. * Knowledge of financial rules and regulations * Solid computer skills, including proficiency in MS Office Packages (Office, Excel, Power Point, SharePoint, Adobe Pro, Outlook). * Ability to pay attention to details * Autonomous, flexible, solution-oriented and motivated. | |

**Submission of application:**

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

* Cover Letter expressing your interest, specifying the position applying.
* A Curriculum Vitae – mobile and email address included

**Deadline**: 2 April 2025

Acted is an equal opportunities employer. Female and minority candidates are encouraged to apply.

Acted has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH). Please note that any candidate offered a job will sign the Code of Conduct, and related policies, as part of their work contract. Misconduct can lead to dismissal.