



Program Officer

Tajikistan Nature Foundation (TNF)

Established in 2016, TNF started as a grassroots organization that promoted sustainable use of natural resources by working with community-led conservancies. Today, TNF is a national-scale wildlife conservation organization based in Dushanbe, implementing various initiatives directed at conserving wildlife and protecting natural habitats across Tajikistan.

TNF action and impact span across Tajikistan. The guiding principles of TNF’s action are to promote the effective and sustainable conservation of wildlife and wild places by building long-term mutually beneficial relationships with local land users.

Terms and Conditions

**Start Date:** May 1, 2025.

**Duration of employment:** 12 months (with future extension) after probation

**Probation period:** 3 months

**Location:** Dushanbe

**Benefits: A leave** of 24 working days during the 12 months is allowed. Eligible after 6 months of employment.

**Hours of Work:** This is a full-time position working 40 hours per week, Monday to

Friday inclusive. Saturdays will be used for capacity and team-building activities, not counting as work hours, but mandatory to participate.

**Travel:** Where business travel is required, the TNF Travel Policy applies upon

authorization by the Director.

Job Description

**Job Title:** Program Officer

**Reporting to:** Director of TNF

**Relationships:** Partner organization focal point**,** Project team leaders, project partners, finance management team, driver, and other TNF staff.

**The role**

This position requires close collaboration with the TNF’s strategic partner organization focal point and the Director of TNF to ensure the effective implementation of assigned duties. This will involve constant communication and coordination of projects, including travel to project sites. The successful candidate will be responsible for producing high-quality, structured reports in English for partners and donors, meeting strict deadlines. A significant component of this role involves developing compelling proposals and reports for priority donors, ensuring timely submission, and meticulous attention to detail.

The role demands strong knowledge-sharing capabilities to contribute to TNF's overall success. This includes supporting colleagues in building productive relationships with partners and donors. Excellent relationship management and communication skills are essential for fostering positive collaborations with internal and external stakeholders, including regional and technical partners. The ideal candidate will be a resourceful, adaptable team player capable of working independently with minimal supervision. Proactive communication with the Director on key issues is expected, along with a willingness to provide support, particularly during periods of high demand, by assisting with urgent tasks to enhance overall productivity.

**Specific Responsibilities:**

**Project coordination:**

* **Project Implementation:** Oversee the day-to-day implementation of assigned projects, ensuring alignment with project objectives, timelines, and budgets. This includes managing logistics, coordinating activities with the implementing team members, and monitoring progress against milestones and deadlines.
* **Site Visits & Data Collection:** Conduct field visits to project sites to carry out surveys, evaluations, and studies. This involves collecting data, interacting with local communities, and ensuring the accuracy and credibility of the collected information.
* **Quality Control:** Maintain the quality and consistency of project deliverables. This involves reviewing data, reports, and other documents to ensure accuracy. Utilize statistical tools and software to process and interpret data, identifying trends and patterns. Additionally, engage in regular discussions with team members to validate findings and incorporate diverse perspectives into the analysis.

**Communication with Partner Team:**

* **Regular Communication:** Maintain consistent and effective communication with the partner focal point and other relevant partner team members. This involves regular updates on project progress, challenges, and successes. Utilize various communication channels such as email, video conferencing, and in-person meetings.
* **Information Sharing:** Actively share project information and updates with the partner team, fostering a collaborative working relationship. This includes promptly addressing queries and requests for information.
* **Relationship Management:** Build and maintain strong working relationships with the partner team, based on trust, mutual respect, and transparency.

**Project Proposal Development:**

* **Proposal Writing:** Develop high-quality project proposals for submission to donors, incorporating compelling narratives, clear objectives, detailed budgets, and robust methodologies.
* **Donor Engagement:** Engage with potential donors to understand their priorities and align project proposals accordingly. Present project proposals effectively, addressing questions and concerns from potential funders.
* **Proposal Submission:** Ensure timely submission of all project proposals, meeting deadlines and adhering to donor requirements. This includes meticulous review of proposals for accuracy and completeness before submission.

**Advocating and Promoting Partner Organization Work in the Country:**

* **Representation:** Represent the partner organization effectively within the country, building relationships with relevant stakeholders, including government agencies, NGOs, and community groups.
* **Networking:** Build and maintain a strong professional network within the country, identifying and engaging with key stakeholders who can support partner organization work.
* **Public Relations:** Contribute to enhancing the partner organization's public image within the country through positive interactions with stakeholders and effective communication strategies.

**Reporting on projects:**

* **Regular Reporting:** Prepare and submit regular progress reports to the partner organization on all aspects of assigned projects, highlighting key achievements, challenges, and planned actions.
* **Data Analysis and Reporting:** Analyze project data to identify trends, successes, and challenges, and use this information to inform future project planning and reporting to the partner organization. Prepare structured, concise, and well-written reports.

**Development and other requirements:**

TNF strives to develop the skills and personal qualities of its employees, so we expect the following commitments from the successful program officer:

* To be successful within the assigned role during the ToR period and ensure that the leadership of TNF can be comfortable with you in the long term.
* With the agreement of the Director, be prepared to perform any other tasks that may be requested of you from time to time, commensurate with your skills, experience, and role.
* Good numerical skills are expected from you, as well as strong skills in Excel. Having strong organizational skills and a structured and methodical approach to your work is expected of you.
* Ability to prioritize and meet strict deadlines.
* Meticulous attention to detail.
* You are expected to develop a good understanding of the geography, biology, and ecology of Tajikistan during your 6-month employment with TNF.
* A self-starter, able to work well on your own initiative.
* You must be a good team player and demonstrate the ability to seek and use the opinions and input of others.
* You must show initiative and a positive approach to solving tasks and problems.
* Ability to build positive personal and organizational relationships.
* Demonstrate the values of TNF.
* Commitment to the mission and vision of the TNF.

**Key required qualifications:**

* Project management experience
* Data analysis & reporting skills
* Excellent communication & collaboration skills
* Proposal writing & donor engagement experience
* Proficiency in MS Office applications required (e.g., Word, Excel, PowerPoint)
* Strong numerical skills
* Commitment to TNF's mission
* Understanding of Tajikistan biodiversity (beneficial)
* Minimum Bachelor's degree (environmental science preferred)

**Application Instructions and Deadline:**

Interested candidates should send their CV to info@tajnaturefoundation.org by **April 20, 2025**.

We look forward to receiving your applications!