**JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: Red Crescent Society of Tajikistan (RCST)
**Address**: Tajikistan, Dushanbe city, 120 Umar Khayom Street, 734017

**Phone**: (992 37) 2240374

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Planning, Monitoring, Evaluation, and Reporting (PMER) Officer
**Duty Station**: Dushanbe, Tajikistan (with occasional travel to provinces and regional events)
**Duration**: 24 months (July 2025 – July 2027)
**Reports to**: Head of DM Dept. and National Project Manager
**Works closely with**: DRR Advisor, EOC Coordinator, RCST Branches, IFRC and Movement Partners

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### ****Position Summary****

The PMER Officer will lead and coordinate the Planning, Monitoring, Evaluation, and Reporting (PMER) functions under the HIP 2025–2027 project. This includes overseeing the development of monitoring tools, ensuring data quality and consistency, facilitating evidence-based learning, and preparing timely reports for internal and external stakeholders. The PMER Officer will also support real-time learning during simulation exercises, legal coordination events, and cross-border regional engagement.

### ****Key Responsibilities****

#### ****1. Planning and Design Support****

* Support the development of detailed implementation plans and logical frameworks for all results and activities under HIP 2025–2027.
* Provide PMER technical support during regional coordination, DRR, IDRL, EOC strengthening, and simulation activities.
* Contribute to harmonized indicator development across multi-country actions (e.g., NDRT performance, EOC activation metrics, legal framework adoption, simulation coverage, warehouse upgrades).

#### ****2. Monitoring and Data Management****

* Establish and maintain a **project-wide monitoring system** (dashboard or matrix) aligned with ECHO reporting requirements and internal standards.
* Coordinate routine monitoring visits and assessments, including baseline, midline, and post-activity evaluations.
* Ensure disaggregated data collection (e.g., sex, age, disability, geography) and environmental impact monitoring (e.g., warehouse sustainability, NFI eco-standards).
* Monitor simulation exercises and EOC functionality using participatory and real-time feedback tools.

#### ****3. Evaluation and Learning****

* Develop evaluation frameworks to assess the effectiveness and relevance of project interventions, including legal advocacy, NDRT training, cross-border coordination, and preparedness actions.
* Coordinate After Action Reviews (AARs) following tabletop and field-level simulation exercises.
* Document lessons learned, good practices, and success stories for dissemination across Movement partners and national stakeholders.

#### ****4. Reporting and Communication****

* Draft timely and high-quality narrative reports for donors (ECHO), IFRC, Movement partners, and government stakeholders, in collaboration with project and technical leads.
* Support the preparation of briefing notes, dashboards, infographics, and case studies for communication and visibility purposes.
* Ensure that RCST’s contributions to regional coordination mechanisms (e.g., CESDRR, REACT, National DRR Platform) are well-documented and visible.

#### ****5. Coordination and Capacity Strengthening****

* Provide mentoring and capacity-building to RCST branch staff on data collection, indicator tracking, and reporting systems.
* Support induction and training sessions for volunteers and local staff involved in field data gathering, warehouse management, or contingency planning.
* Work closely with the DRR Advisor, EOC teams, and IFRC PMER focal points to ensure coherence and consistency in measurement approaches.

### ****Qualifications and Experience****

#### ****Essential Qualifications****

* National of the Republic of Tajikistan.
* Bachelor’s degree in Social Sciences, Statistics, Development Studies, or a related field (Master’s degree preferred).
* At least **5 years of relevant experience** in planning, monitoring, evaluation, and reporting within humanitarian or development organizations.

#### ****Technical Skills****

* Strong command of **results-based management**, logical frameworks, indicator tracking, and participatory evaluation techniques.
* Proficiency in **data collection tools**, MS Excel, and basic analysis software (e.g., PowerBI, KoboToolbox, or ODK).
* Strong writing and analytical skills in **Tajik, Russian, and English**.
* Experience in **report writing**, including donor reports (especially ECHO or EU-funded projects), and knowledge documentation.

#### ****Other Requirements****

* Good interpersonal skills, with the ability to work independently and as part of a multi-disciplinary team.
* Familiarity with IFRC and Red Cross Movement tools and standards (e.g., PMER framework, SPHERE, Community Engagement).
* Willingness and ability to travel to field locations within Tajikistan.

Submission Details:

Applications should be sent detailed CV to the following email addresses by July 21, 2025.

• alisher.sdv@gmail.com

• mirovadilorom@gmail.com