**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**: National Project Manager – HIP 2025-2027

**Duty Station**: Dushanbe, with frequent field travel
**Contract Duration**: 24 months (July 2025 – July 2027) approx.
**Reports to**: Head of Disaster Management Department
**Supervises**: Project staff, including technical leads, branch focal points, NDRTs, and volunteers
**Liaises with**: IFRC, RCRC Movement Partners, CoES, CESDRR, REACT, National DRR Platform, and other stakeholders

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**Key Responsibilities**

**1. Project Coordination and Management**

* Lead the overall planning, implementation, and coordination of HIP 2025-2027 activities across all components and results.
* Develop detailed work plans, procurement plans, and field deployment schedules in line with ECHO and IFRC requirements.
* Ensure all activities are implemented according to agreed timelines, budgets, and quality standards.

**2. Coordination and Stakeholder Engagement**

* Coordinate closely with government agencies (especially CoES), Movement partners, CESDRR, REACT, **National DRR Platform**, and sectoral working groups.
* Ensure activities are aligned with national strategies including the **Climate Change Strategy**, **Disaster Risk Reduction Strategy**, and **Emergency Preparedness Plans**.
* Represent RCST in national and regional forums relevant to disaster preparedness, IDRL, cash coordination, and contingency planning.
* Serve as co-lead of the Inter-Agency Cash Working Group (I-ACWG) in Tajikistan and maintain technical engagement with the group in Kyrgyzstan.

**3. Oversight of Technical Components**

* Supervise the establishment and capacity building of RCST Emergency Operations Centers (EOCs) and NDRTs.
* Oversee legal preparedness and IDRL mainstreaming activities, ensuring alignment with national DRM policies and regional IDRL frameworks.
* Ensure effective planning and execution of simulation exercises at regional, national, and local levels.

**4. Monitoring, Evaluation, and Reporting**

* Oversee project monitoring systems, data collection, and reporting tools in collaboration with M&E staff.
* Ensure timely and accurate donor reports (narrative and financial) in line with ECHO/IFRC guidelines.
* Facilitate regular learning reviews, after-action reviews (AAR), and partner meetings to improve program quality.

**5. Administration and Financial Management**

* Supervise financial planning, budgeting, procurement, and logistics in coordination with relevant RCST departments.
* Ensure efficient use of project resources, regular financial tracking, and compliance with donor and RCST procedures.
* Validate and verify procurement and finance documentation related to HIP activities.

**6. Capacity Building and Field Support**

* Provide training and mentoring support to branch staff and volunteers, including NDRTs, ERC focal points, and logistics staff.
* Ensure gender, climate, and community engagement principles are integrated across all activities.
* Conduct regular field monitoring visits and provide guidance to ensure strong branch-level implementation.

**7. Risk Management and Compliance**

* Identify implementation risks and develop mitigation strategies, in collaboration with technical and operational leads.
* Ensure compliance with RCST and IFRC standards, ECHO guidelines, and national disaster management frameworks.
* Support the development of SOPs, MoUs, and contingency plans aligned with national and regional systems.

**Qualifications and Skills**

* **Education**: University degree in Disaster Management, International Relations, Public Administration, Law, or related field. Master’s degree preferred.
* **Experience**:
	+ Minimum 10 years in project management roles in humanitarian or disaster risk management programs.
	+ Proven experience working with the Red Crescent/Red Cross Movement and/or donor-funded projects (ECHO experience preferred).
	+ Experience engaging with **National DRR Platforms** and **government structures** in disaster governance.
* **Skills**:
	+ Familiarity with key national frameworks such as the **Tajikistan Climate Change Strategy**, **National DRR Strategy**, and **National Resilience Programmes**.
	+ Strong leadership, coordination, and communication skills.
	+ Excellent written and verbal communication in **Tajik**, **Russian**, and **English**.
	+ High proficiency in MS Office (Word, Excel, PowerPoint), data tools, and online coordination platforms.
	+ Budget tracking and financial reporting skills.
* **Other**:
	+ Willingness and ability to travel frequently across Tajikistan and the region.
	+ Valid driving license (manual gear).
	+ Ability to work under pressure and meet tight deadlines.
	+ Commitment to RCST Fundamental Principles and humanitarian values.

Submission Details:

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

• alisher.sdv@gmail.com

• mirovadilorom@gmail.com