

Job Vacancy

Country Director – Tajikistan

Country:	Tajikistan
Location:	Dushanbe
Reporting to:	BORDA Regional Director
Employment type:	Fixed term
Starting date:	ASAP, latest 01.01.2024
Contract length:	2 years, with possibility of extension

Position Summary

The BORDA Tajikistan Country Director position is a ‘hands-on’ leadership role focused on spearheading sustainable change in decentralized sanitation solutions within Tajikistan. This position encompasses planning, execution, monitoring and reporting of BORDA’s project activities in Tajikistan as well as human resources, operational and financial planning and management. The Country Director will ensure program effectiveness, optimize resource utilization, foster staff collaboration, and actively engage stakeholders to drive forward the organization’s mission.

BORDA

The Bremen Overseas Research & Development Association (BORDA) is a technical expert organization in the field of sustainable environmental protection through integrated sanitation solutions. The organization’s activities aim to make living spaces more liveable by developing and implementing innovative decentralized sanitation solutions that increase climate resilience, strengthen social structures, and promote sustainable and mindful use of natural resources.

Our activities focus on achieving the 2030 Agenda for Sustainable Development by enabling the transition towards liveable and inclusive cities, which give disadvantaged urban and peri-urban populations access to essential public services such as on-site sanitation, faecal sludge management, solid waste management, energy, and water.

BORDA supports holistic approaches to policy formulation, participatory urban planning processes, and infrastructure development. Together with local and international partners, BORDA designs new concepts for decentralized water, wastewater, and waste systems based on research findings and develops tailor-made solutions to realize water and sanitation services for all. Additionally, BORDA promotes capacity building and facilitates dialogue among civil society organizations, communities, government agencies, the private sector, research institutions, and international organizations. BORDA understands that innovation is not just about finding new technologies but rather about developing sustainable approaches that work for local communities in the long term.

BORDA e.V. operates in over 20 countries in Asia, Africa, and Latin America. In Tajikistan, BORDA has been active since 2020. In 2023, BORDA established the BORDA Tajikistan Country Office; therefore, committing long-term support to the country’s developmental efforts in the WASH sector.

For further information, kindly visit our website under following link: <https://www.borda.org/>

Key responsibilities

The Country Director's responsibilities include but are not limited to the following:

- **Operational Management and Leadership**
 - Develop and implement a vision to advance decentralized sanitation solutions in Tajikistan.
 - Ensure the efficient and effective operation of BORDA Tajikistan in alignment with organizational goals.
 - Oversee day-to-day operation of BORDA Tajikistan, ensuring efficiency and effectiveness.
 - Oversee financial management and conduct budgeting, and resource allocation.
 - Review and update organizational policies, procedures, and protocols and ensure compliance with legal and regulatory requirements as well as organisational policies/ standards of procedure and donor/ funder guidelines.
 - Identify and address internal and external factors that impact the organization's success.
 - Provide leadership to the BORDA Tajikistan team, promoting a culture of innovation and excellence.
 - Foster collaboration and effective teamwork across the BORDA Tajikistan team and partners.
- **Project Planning, Execution, Monitoring and Reporting**
 - Lead the planning, implementation, and evaluation of decentralized sanitation projects, programs and initiatives.
 - Develop detailed project plans, including timelines, milestones, and deliverables.
 - Coordinate project activities and resources to ensure timely and successful project execution.
 - Monitor project progress, identify risks, and implement mitigation strategies.
 - Ensure adherence to project budgets and allocate resources efficiently.
 - Collaborate with stakeholders to identify and address sanitation challenges and develop innovative solutions.
 - Foster partnerships and alliances to expand program reach and impact.
 - Develop project documentation and reports in line with project timelines and organisational and funding requirements.
- **Human Resources Planning and Management:**
 - Lead and inspire a diverse team of professionals, providing mentorship, guidance, and support.
 - Foster a positive, safe, and inclusive work environment that promotes staff development and well-being and adheres to local legislation and regulations.
 - Determine staffing requirements for organizational management and program delivery.
 - Implement human resources policies, procedures, and practices, including job description development.
 - Recruit, interview, and select qualified personnel who share our mission.
 - Provide comprehensive orientation and training to staff.
 - Establish and maintain a performance management process, offering ongoing feedback and annual reviews.
 - Apply appropriate disciplinary measures and legally defensible procedures when necessary.
- **Financial Planning and Management:**
 - Conduct comprehensive budget planning, financial forecasting, and resource allocation on at least quarterly and annual basis.
 - Ensure sound financial practices and compliance with financial regulations in line with organisational and donor requirements and the laws and regulations of Tajikistan.
 - Ensure compliance with taxation regulations.
 - Review and approve finance requests and bills in line with approved project budgets.
- **Stakeholder Management/ Advocacy:**
 - Build and maintain strong relationships with stakeholders, including government agencies, NGOs, local communities, and donors.

- Engage stakeholders in dialogue to understand their needs, concerns, and perspectives and inform them about the organisations work and community impact.
- Collaborate with stakeholders to ensure effective coordination, knowledge sharing, and alignment of efforts.
- Advocate for decentralized sanitation solutions and promote the organization's mission.
- Research funding sources and identify opportunities for project acquisition and develop and write funding proposals to secure financial support for BORDA Tajikistan's initiatives.

Qualifications and Experience

- Advanced university degree (Master) in Engineering, Humanitarian/Development Studies, Economics, International Relations or other relevant fields
- Minimum of 5 years of work experience in project or program management in the field of development cooperation, experience in a leading position is an asset.
- Awareness of the humanitarian, development, and political context in Tajikistan, working experience in the Region is an asset.
- Demonstrated knowledge of sanitation solutions, waste management, wastewater treatment systems, and integrated resource management approaches.
- Experience in the management of projects and/or programs involving work with civil society at different levels including cooperating with civil society initiatives, associations, non-governmental organisations, as well as with national and international institutions.
- Strong knowledge of project management methodologies and tools.
- Excellent self-organisation and time management skills to handle multiple priorities and deadlines effectively and efficiently.
- Strong leadership and team management abilities.
- Excellent communication, presentation and networking skills.
- High level of involvement, engagement, and ownership as well as pro-active thinking.
- Excellent communication and interpersonal skills, with the ability to work effectively and with minimal supervision in a multicultural environment.
- Analytical mindset and problem-solving abilities.
- Proficiency in project management software and Microsoft Office applications.
- Excellent command of the following languages:
 - English, written and spoken.
 - Russian, spoken; written of advantage.
 - Tajik and/ or Farsi knowledge of advantage.

Application Procedure

Interested candidates should submit their updated CV including current contact details and three references as well as a cover letter and their salary expectations to hr@borda-wesca.org on or before the 30.09.2023. Please mention "Country Director Tajikistan" in the subject line. Incomplete or late applications will not be considered.

In the case of equal suitability, ability and professional achievement, female candidates will be given preference, provided that the personal qualities of another candidate are not more appropriate for the position.

Note: Only shortlisted candidates will be contacted for further evaluation and interviews.