

## Job Vacancy - Project Manager

<b>Country:</b>	Tajikistan
<b>Location:</b>	Dushanbe
<b>Reporting to:</b>	BORDA Tajikistan Country Director
<b>Employment type:</b>	Fixed term
<b>Starting date:</b>	ASAP
<b>Contract length:</b>	1 year, with possibility of extension

### Position Summary

The BORDA Tajikistan Project Manager position is a dynamic 'hands-on' 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. The Project Manager plays a critical role in optimizing resource utilization while actively engaging stakeholders, ensuring the effectiveness and lasting impact of decentralised sanitation projects in Tajikistan.

### 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/>

### Project description

To address the sanitation challenges in Tajikistan, the Lions Club International Multi District 102, Switzerland Liechtenstein in support of the LCIF Campaign 100 funded the Clean Water Project Series. Under this series,

BORDA already implemented four Decentralised Wastewater Treatment Solutions in rural hospitals in Tajikistan. Lions and BORDA aim to continue this highly successful project series under the Clean Water Initiative with the implementation of a fifth project. The project aims at implementing a wastewater treatment plant at hospital in Tajikistan under the Linos Clean Water Initiative 'Improving hospital sanitation services with decentralized wastewater treatment systems (DEWATS) in Tajikistan'.

### Key responsibilities

The Project Manager's responsibilities include but are not limited to the following:

- Project Planning and Coordination
  - Plan and coordinate all project activities and resources to ensure timely and successful project execution.
  - Develop detailed project plans, including timelines, milestones, and deliverables.
  - Allocate and manage project resources effectively, including personnel, equipment, and materials, to meet project goals.
  - Monitor project progress, identify risks, and implement mitigation strategies.
  - Coordinate internal project staff and third parties for successful project implementation.
  - Lead and motivate project staff, providing guidance and support to ensure they are aligned with project objectives.
- Project Budgeting and Financial Management
  - Conduct comprehensive budget planning, financial forecasting, and resource allocation on at least a quarterly and annual basis.
  - Review and approve finance requests and bills in line with approved project budgets.
  - Monitor project expenditures to ensure adherence to project budgets.
- Stakeholder Engagement & Partnerships
  - Build and maintain strong relationships with relevant stakeholders for the project implementation, including government agencies, NGOs, local communities, and donors to ensure effective coordination, knowledge sharing, and alignment of efforts.
  - Engage project stakeholders in dialogue to understand their needs, concerns, and perspectives and ensure project alignment with local needs and regulations.
- Project Documentation and Reporting
  - Develop and maintain comprehensive project documentation including project reports in line with project timelines and organizational and funding requirements.
  - Conduct project evaluations to assess performance against goals and KPIs.
  - Document lessons learned and best practices.
- Quality Assurance and Sustainability:
  - Implement and oversee quality control measures to ensure the reliability and effectiveness of decentralized sanitation solutions.
  - Assess the environmental impact of sanitation solutions and prioritize sustainability in project planning and execution.
  - Explore and incorporate innovative technologies to enhance project outcomes.

### Qualifications and Experience

- Bachelor's degree in engineering, humanitarian/development studies, economics, international relations, or other relevant fields. Master's degree is an asset.
- Minimum of 5 years of experience in the implementation/ coordination of development projects/ programmes.
- Minimum of 3 years of work experience in project implementation in the Tajik WASH sector.

- Awareness of the humanitarian, development, and political context and stakeholders in Tajikistan.
- Demonstrated knowledge of sanitation solutions, wastewater treatment systems, and integrated resource management approaches.
- 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.
  - Tajik, written and spoken.
  - Russian, written and spoken.

### 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](mailto:hr@borda-wesca.org) on or before the 16.05.2024 Please mention "Project Manager" in the subject line.

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.