



## **VACANCY: Local Coordinator(consultant) - Tashkent, Uzbekistan**

**Join a team of professionals dedicated to improving the health and rights of most-at-risk and underserved populations in Eastern Europe and Central Asia!**

*AFEW International* is a non-governmental humanitarian organization. Our vision is a world in which vulnerable groups in society have access to health care without stigma and discrimination. We give support and a strong international voice on rights and on health access to most-at-risk and underserved populations in the EECA Region.

With an international team based in Amsterdam, we coordinate the *AFEW Partnership*, a regional network of civil society organisations (*AFEW-Kazakhstan, AFEW-Kyrgyzstan, AFEW-Russia, AFEW-Ukraine* and *AFEW International*).

For the support of our programme in Uzbekistan, *AFEW International* is now **seeking to engage a Local Coordinator (consultant) in Tashkent, Uzbekistan**. Please see the full position description and requirements in the Annex.

**Contract:** Consultancy

**Duration:** 9 months with possible prolongation

**Location:** Tashkent, Uzbekistan

**Deadline for sending applications:** Rolling applications until 15<sup>th</sup> July 2022.

**Salary:** based on experience

Please send your motivation letter, CV, and contact details for two references to: **[recruitment@AFEW.nl](mailto:recruitment@AFEW.nl)**.

Clarifying questions may be sent by e-mail. No agencies please.

*AFEW International is an equal opportunity employer. We particularly encourage applications from qualified candidates who are living with HIV and/or from key affected communities.*

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## **ANNEX. DETAILED JOB DESCRIPTION: LOCAL REPRESENTATIVE**

### **I. Terms of Reference:**

#### **Place within the Organisation:**

- Reports to the Programme Manager

#### **Job Location:**

- Tashkent, Uzbekistan

#### **Contract hours:**

- Variable / consultancy (24 - 32 hrs. weekly average)
- 9 months with possible prolongation

### **II. Overall Job Objective:**

The role has the following main objectives:

- 1) To represent AFEW international in Uzbekistan
- 2) To fulfil a bridge function between AFEW international and the local NGO.
- 3) To coordinate the projects of AFEW International in Uzbekistan, with particular attention to capacity-building of the local NGO partner.
- 4) To support the Programme Manager in Amsterdam in translation and administrating the project.
- 5) To provide coaching support to local NGO partner, with the back up from a technical advisor.
- 6) To facilitate visits of international staff to Uzbekistan.

### **III. Responsibilities and Tasks:**

#### ***Programme Coordination / PMEL:***

- You will coordinate the Projects of AFEW International in Uzbekistan and provide support to the Programme Manager in Amsterdam on implementation of the current projects.
- You will support and coach a local NGO in the implementation of a health project aimed at marginalized groups. You will coach and empower the NGO partner in the implementation of the project and build skills in project management.
- You will advise, and support / supervise on:
  - Implementation of the project according to the work plan
  - Assist financial officer of AFEW international to keep expenditures spent on project according to the budget.
  - Operational monitoring and evaluation (M&E)
- You will represent AFEW International towards national authorities and stakeholders.
- You will assist the Technical Advisor and staff of AFEW International during country visits to Uzbekistan, including assistance in travel arrangements.
- You will provide regular updates to the staff of AFEW International.
- You will coordinate and safeguard the timely delivery of reporting, PMEL and other

project deliverables in the Project, and serve as an intermediary between the local NGO and the Programme Manager on coordination and deliverables.

Other tasks as agreed with the staff of AFEW International Team.

#### **IV. Contacts / Key Relationships**

- Senior management staff within the AFEW Partnership.
- National, regional, and international project partners.
- Governmental and non-governmental counterparts, donors, consultants, etc.
- Regional and international networks of health experts, community activists, policy makers.

#### **V. Requirements:**

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

- You have a relevant Bachelor or Master's degree. (i.e. in international development, public administration, public health, law, European Studies – all fields will be considered, you will demonstrate relevance in your application).
- You have at least 3 years of experience in project coordination and project management in international development projects; preferably in the sphere of public health, human rights, and/or capacity building of community-based organizations.
- You have experience in Project Monitoring and Evaluation.
- You are experienced working with Excel and other Microsoft Office Products.
- Language skills: Russian, Uzbek, English

##### **Personal Skills and Additional Information:**

- You have a coaching and supportive working style towards colleagues, and you are comfortable working in a non-hierarchical setting.
- You are a self-starting, proactive team player with excellent organizational skills.
- You are able to work under pressure, prioritize and multitask.
- You have strong interpersonal and intercultural skills, cultural sensitivity, and you are able to work with a variety of stakeholders.
- You are flexible and willing to occasionally work outside office hours, including for domestic and international travel.
- You are legally registered in Uzbekistan are able to provide consultancy services on the basis of contracting and invoicing and have access to an international bank account.
- Two references required. We will only contact references after consulting you.
- Your letter of interest should include an indication of hourly rate or a monthly lump sum rate in EUR or USD including VAT and all national taxes payable by you.