

JOB OPENING
NATIONAL COUNTRY ADVISOR – TAJIKISTAN
Expertise France

Contract type : Consulting Agreement Contract

Place : Douchambe (Tajikistan)

Expertise : Coordination of International Projects with at least 5 years of experience

SUMMARY

Expertise France is recruiting a National Country Advisor for Tajikistan for a assignment within the EU-funded project

The National Country Advisor will be responsible for the strategic, operational, and logistical coordination of all project activities implemented in Tajikistan. He/She will act as the primary liaison with Tajik authorities, partners, and stakeholders, ensuring smooth project delivery and alignment with national priorities, while maintaining close communication and reporting lines to the Team Leader and to the Deputy Team Leader in Kazakhstan

Mission description

Under the supervision of the Team , the National Country Advisor will support the implementation of the EU-funded project implemented by Expertise France in Tajikistan.

The National Country Advisor will act as the primary liaison with national authorities and local stakeholders in Tajikistan to facilitate institutional dialogue, coordinate local activities, and support the visibility of project actions.

The role requires excellent interpersonal and communication skills, and the ability to work independently under remote supervision within an international and multicultural environment. The position is part-time (on average 10 days per month), with specific assignments defined through purchase orders. It could be extended to a full time position if the new responsibilities will appear.

Responsibilities

Under the coordination of the Country Advisor and the overall supervision of the Team Leader, and in close collaboration with the consortium partners, the National Country Advisor will be responsible for:

1. Strategic and Operational Coordination in Tajikistan

- Identify opportunities for new activities in support to Tajik stakeholders in the relevant fields

- Lead the operational planning, coordination, and delivery of all project activities in Tajikistan in line with the project strategy
- Monitor the political, institutional, and legal environment in Tajikistan to anticipate risks and identify opportunities for project advancement
- Ensure that activities are implemented in line with the project's objectives, work plans, and timelines, as set by the Team Leader and the Deputy Team Leader
- Contribute to strategic discussions on project adjustments and operational decisions affecting Tajikistan
- Actively contribute to the creation of synergies and implementation of activities at regional level

Institutional Dialogue and Stakeholder Engagement

- Maintain regular communication with national authorities (ministries, agencies, regulatory bodies), local institutions, civil society, and private sector stakeholders.
- Facilitate consultations, meetings, and information sharing between the project and Tajik stakeholders.
- Support alignment of project activities with national strategies and priorities.

Support to Project Implementation

- Establish close coordination with the Component Coordinators and consortium partners to ensure smooth delivery of technical activities to Tajik stakeholders and counterparts.
- Coordinate the mobilisation and supervision of short-term experts, consultants, and service providers for Tajikistan activities
- Support the preparation of terms of reference and procurement documentation, ensuring compliance with EF procedures
- Support the preparation and implementation of international missions inside and outside of Tajikistan
- Monitor technical quality, timelines, and deliverables of all activities implemented in Tajikistan
- Collect and consolidate data, progress updates, and financial information from Tajikistan activities for inclusion in project reports
- Draft and submit regular updates to the Team Leader on achievements, challenges, and mitigation measures
- Assist in organising workshops, capacity-building events, expert missions, and field visits in Tajikistan.
- Provide logistical and organisational support for local-level project activities.
- Facilitate the participation of Tajik stakeholders in regional events and exchanges.

Communication and Visibility

- Contribute to the project's visibility in Tajikistan by collecting and transmitting communication materials (meeting reports, success stories, interviews, photos).
- Support the Communication Officer in ensuring consistent messaging and branding at local level.

Reporting and Monitoring

- Provide regular updates on developments in Tajikistan relevant to the project's themes (digital connectivity, innovation, cybersecurity, etc.).
- Submit brief activity reports, stakeholder lists, meeting minutes, and other deliverables as required in each purchase order.
- Support the Monitoring and Evaluation Officer with data and feedback from local activities.

Risk Management and Problem Solving

- Identify and report on any operational, political, or logistical risks that may affect project delivery in Tajikistan
- Propose mitigation strategies in coordination with the Team Leader and the Deputy Team Leader

This job description is not exhaustive and may evolve

Deliverables and Approval Process

- Deliverables will be defined in each purchase order (indicative: stakeholder lists, meeting notes, mission reports, communication materials).
- Team Leader will provide and validate all deliverables and timesheets after the pre-approval of Country Advisor.

Required profile

- University degree in international relations, political science, public administration, communications, project management, or related fields.
- Minimum 5 years of experience in development projects, institutional liaison, stakeholder engagement, or public communications.
- Familiarity with Tajikistan's institutional, regulatory and digital landscape.
- Excellent interpersonal and networking skills.
- Strong organisational and reporting abilities.
- Languages: Proficiency in English and Tajik required; Russian desirable; French is an asset.
- Ability to work independently and coordinate closely with a remote, multicultural team.

Additional information

- Location: Dushanbe, Tajikistan
- Average workload: 10 working days per month with possibility to extension to the full time position
- Contract type: Framework Agreement with individual expert, mobilised via purchase orders
- Expected start date: to be agreed (January 2026 at the latest)