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Project Coordinator (100%)

Konrad-Adenauer-Stiftung (KAS) is announcing an opening for the position of **Project Coordinator** in the EU-funded project “Empowering Civil Society for Inclusive Community Development in Uzbekistan”. The project starts on **1st of February 2025** for an overall duration of **24 months (100%) plus 2 additional months of 50% involvement**.

The European Union (EU) funded project “Empowering Civil Society for Inclusive Community Development in Uzbekistan” aims at enhancing civil, political, social, economic, and cultural rights in Uzbekistan while empowering local CSOs to promote youth inclusion, gender equality, media literacy, and environmental sustainability. The project is implemented by the Consortium led by the Konrad-Adenauer-Stiftung (KAS) in cooperation with Yuksalish.

Description of the position:

A full-time Project Coordinator will be responsible for the overall management, planning, oversight and reporting of the project on behalf of the consortium. The Project Coordinator will ensure the compliance with donor'/EU's, KAS policies and standards of good conduct. S/he will represent the project to external stakeholders.

Also, the Project Coordinator will lead a team and oversee their work, ensuring their tasks are assigned effectively and deadlines are met. Moreover, oversee the financial aspects of the project, ensuring that the allocated EU funds are utilized efficiently and effectively in line with the EU regulations.

The position will be based in the project’s office in Tashkent, Uzbekistan and will report to the Project Director and backstopping offices in Berlin and Brussels. The duration of the position corresponds to twenty four (24) months – February 1, 2025 – January 31, 2027. Plus two (2) months February 1, 2027 – March 31, 2027 50% for preparation of final report, expenditure verification and project closure.

Duties and responsibilities:

- Representing KAS (Contractor) vis-à-vis of the EU Delegation, partners and project’s stakeholders;
- Overall planning and overseeing the implementation of the project activities in accordance with the main contract with the EUD;
- Leading project planning, monitoring, and evaluation activities to ensure timely and effective execution;
- Coordinating and supervising project activities to align with the agreed scope, schedule, and budget;
- Chairing the project's Steering Committee and holding regular meetings with the project team and the partners to discuss the work progress and administrative issues;
- Developing and maintaining project plans, timelines, and schedules to track progress;
- Organizing and facilitating meetings, workshops, and events, ensuring logistical arrangements are effectively managed;
- Acting as the primary liaison between stakeholders, partners, and team members to foster clear communication and collaboration;

- Monitoring project performance using appropriate tools, identifying potential risks, and implementing corrective measures when necessary;
- Managing project resources, including staff, budgets, and materials, to maximize efficiency and effectiveness;
- Supervising incoming and outgoing project communication and ensuring that confidential information is handled as such;
- Overseeing the preparation of the final report, expenditure verification, and project closure;
- Contributing to lessons learned and best practices documentation to guide future projects.
- Reporting to the EU Delegation and project backstopping offices in Berlin and Brussels as required.
- Approving project payments and procurements carried out by the Lead Financial Manager and Project Accountant;

Qualifications and skills:

- Master's degree with at least 8 years of work experience in development cooperation, public affairs, research sector or supporting civil society development;
- Excellent knowledge of political and socio-economic development of Uzbekistan;
- Experience with donor-funded programmes as the EU or EU Member States (BMZ etc);
- Excellent written and verbal communication skills in English and Uzbek; (knowing German and / or Russian languages will be an asset)
- Experience with Microsoft Office;
- Strong commitment to human rights and democratisation processes demonstrated by professional experience;
- Ability to respond effectively to time sensitive demands & inquiries;
- Excellent organizational skills with a willingness to take initiative and be proactive.
- Consistently fosters a culture of collaboration and supports team goals.

Interested candidates are welcome to submit an updated CV in English to andre.algermissen@kas.de

Supporting documents (if any) will be requested at the later stage.

Applicant should indicate **“EU funded project: Project Coordinator – KAS Tashkent”** in the subject line.

The deadline for the submission is 26, January 2025, 21:00 Tashkent time.
