

ITF File Number: 04-3-16/8-6/26

Vacancy Announcement for ITF Coordinator in Tajikistan

Position title:	ITF Coordinator in Tajikistan (ITF Coordinator)
Duty Station:	Tajikistan – work from home
Type of employment:	Part-time (80 hours/month) with a possibility of full-time contingent on funding and scope
Duration:	20 months (including a 3-months trial period)
Opening date:	2 October 2026
Closing date:	8 October 2026

ITF Enhancing Human Security (ITF) is hiring a **Coordinator for ITF's projects in Tajikistan**. The position is based in Dushanbe/Tajikistan, with possibilities for occasional travel within the country and abroad.

ITF seeks to support the resilience of communities in Tajikistan by reducing risks to peace and security. With July 2026, ITF started a project that is supporting the capacity of Tajikistan National Mine Action Center (TNMAC). This aims to enhance existing capacities through supporting the project staff, effective and efficient Land Release/Operational activities, information management, Explosive Ordnance Risk Education and Victim Assistance. Through all of these activities, security-related consequences of the Tajikistan armed conflict are expected to be mitigated.

The ITF Coordinator in Tajikistan (ITF Coordinator) will provide financial, administrative and operational support to ITF activities in Tajikistan, ensuring effective implementation, oversight, and accountability of project activities and resources. The ITF Coordinator will work closely with TNMAC, and ITF HQ, specifically with the ITF Programme Manager (PM) for Tajikistan, to support the achievement of project objectives in accordance with applicable regulations, donor requirements, and ITF procedures.

The ITF Coordinator will oversee and verify financial processes related to project implementation, support budgeting and expenditure monitoring, review financial documentation and reports, and contribute to the establishment and continuous improvement of financial management and internal control systems. The role will involve providing accurate and timely financial information and analyses to ITF HQ and ITF PM for Tajikistan regarding the financial status of the project activities and partners.

Upon the direct instruction of ITF Director, the ITF Coordinator may also support the establishment of the ITF Implementation Office Tajikistan in accordance with applicable legislation of Tajikistan. Following its establishment, the ITF Coordinator would undertake the necessary administrative, financial, and operational activities to ensure effective functioning of the office in compliance with ITF internal procedures, policies, and regulations.

ITF Coordinator will support the implementation of all ITF project activities in Tajikistan through the provision of administrative, financial, logistical, and coordination support. The position will also contribute to monitoring project performance, facilitating communication with national stakeholders and project partners, supporting assessments and verification activities, and ensuring proper reporting.

In addition, the role will support efforts to strengthen ITF's presence and role in the mine action sector in Tajikistan with special attention on identifying opportunities for partnership development and resource mobilization for Tajikistan.

The ITF Coordinator will prepare regular financial and operational reports in coordination with ITF HQ, particularly the Finance Department, and report to the ITF PM for Tajikistan and the ITF HQ management in Ljubljana, Slovenia.

ITF Coordinator will support overall project management under the guidance of the ITF PM for Tajikistan and in cooperation with other regional and national staff.

The main responsibilities include:

Financial management

- Reconcile and verify bank and cash balances on a regular basis
- Ensure payments are processed accurately and in a timely fashion.
- Detailing expenditure through monthly expense sheets and reports for all project accounts.
- Preparing the monthly financial accounts and other required financial reports.
- Provide day-to-day financial support to ITF activities in Tajikistan.
- Liaise with the ITF PM for Tajikistan and ITF HQ Financial Department as required, specifically regarding financial issues, compliance matters, and changes in policies and procedures.
- Monitor project expenditure on an on-going (monthly) basis and coordinate with the relevant program manager to address any under / overspending and ensure alignment with approved budgets.
- Ensure that ITF financial procedures and internal control requirements are followed.

- Prepare and develop budgets for projects, concept notes, and financial forecasts.
- Contribute to the financial management of signed donor agreements, assisting ITF HQ in preparation and submission of new donor proposals.
- Prepare and deliver financial activity reports within the required timeframe (e.g. monthly, quarterly, quarterly, interim, final) and format to meet all relevant ITF and donor requirements.
- Support internal and external financial audits, and provide all necessary documentation and information required by donors, auditors, or other bodies.
- Serve as the focal point for country-level matters related to taxation, labor laws, contracts, and other financial compliance requirements.
- Review and verify partner financial documentation and supporting evidence to ensure eligibility, accuracy, and compliance with donor and ITF requirements.

Planning, monitoring & quality management:

- Ensure smooth execution of all ITF project activities in Tajikistan;
- Support the registration of ITF and the establishment of ITF Implementation Office in Tajikistan, including the completion of all related processes and requirements;
- Support the effective and proactive operation of ITF in Tajikistan;
- Ensure that priorities set by the program are met, and the financial requirements of the donors and beneficiaries are taken into consideration through operational delivery;
- Promote and strengthen the role of ITF in the fields of mine action, conventional weapons destruction, and wider human security in Tajikistan.
- Act as a budget manager for ITF activities in Tajikistan;
- Report directly to ITF HQ and to the ITF PM for Tajikistan;
- Support and facilitate monitoring visits of ITF HQ staff, ITF PM for Tajikistan, donors, and other stakeholders.

Administration:

- Ensure compliance with financial and administrative requirements of ITF, donors, local legislation, suppliers, contractors and other stakeholders.
- Coordinate with ITF HQ on payroll preparation, salary and allowance payments, statutory deductions, and record-keeping in accordance with national employment regulations
- Develop and improve financial and administrative processes required for the financial aspects of the program to function effectively.
- Ensure that complete, accurate, and transparent documentation is maintained for all financial transactions, and that records including archive systems are kept in line with ITF internal policies and donor requirements.

- Support office administration, procurement, and logistical arrangements as required for project implementation.

Coordination:

- Develop and maintain a communication structure with colleagues to ensure they are kept informed of applicable financial activities and requirements, including the distribution of key financial information.
- Maintain regular coordination with TNMAC, relevant government institutions, partners, and other stakeholders as required.
- Represent ITF in relevant coordination meetings, working groups, and other forums when required.

Experience and Technical Qualifications:

- Minimum five (5) years relevant professional experience in financial management (esp. salaries calculation and payment, payroll tax calculation/payment and social security calculation/payment).
- Minimum five (5) years relevant experience in mine action programs and/or related work.
- Excellent working knowledge of English and Tajik (speaking and writing).
- Strong numerical, analytical and problem-solving skills with a high level of attention to detail.
- Ability to manage own work and resources in a way that meets time bound objectives.
- Strong organizational skills and the capacity to analyze and prioritize needs.
- Candidate should be a Tajikistan citizen with permanent residence in Tajikistan.
- Strong and proven understanding of the mine action context, donors, security, and financial management in an international context.
- Strong writing skills in reporting and proposal development.
- Computer literacy, including proficiency in Word, Power Point and Excel.
- Strong organizational skills, proactive approach, and flexibility.
- Strong leadership, team building and communication skills.
- Excellent communication and interpersonal skills.

We Offer:

- A 20-month contract with 3 months' probation period (extension contingent on funding and performance);
- Flexible level of engagement (part-time, with the possibility of full-time engagement subject to funding and scope);
- A competitive salary;

- Work in a growing organization, which allows for a lot of flexibility and influence in shaping future humanitarian programming;
- Insurance as per industry standards and national requirements.

Application Process:

All interested candidates are requested to submit their CVs (no more than two pages) and Cover Letter (no more than one page) with two references to info@itf.si and roman.tursic@itf.si prior to the closing date on 8 October 2026. Please state “Application: ITF Coordinator in Tajikistan” in the email subject line.

Candidates are encouraged to apply as soon as possible as interviews are expected to be held on a rolling basis. ITF reserves the right to select a candidate prior to the closing date. Only shortlisted candidates will be contacted.

ITF staff must comply with ITF Code of Conduct and relevant Safeguarding and Anti-Corruption Policies. As part of the recruitment process, ITF conducts anti-terror checks, which is a prerequisite for employment.