SOS BOLALAR MAHALLALARI O‘ZBEKISTON

PROGRAMME DEVELOPMENT ADVISOR – ADVOCACY & INSTITUTIONAL PARTNERSHIPS

Location: Tashkent

SOS Children’s Villages of Uzbekistan is an affiliated member Association of international non-governmental organisation. The main mission is to support children left without parental care or at risk of losing parental care through advocating for child rights and implementing relevant programs and projects. The Association works in Tashkent, Samarkand and Khorezm regions (www.sos-kd.uz).

Mission of the position:
Under the leadership of the Head of Programme Development Department (HPDD), the Programme Development Advisor – Advocacy & Institutional Partnerships leads programme development in the area of advocacy and contributes to strengthening institutional partnerships.

Main functional responsibilities:

- Support HPDD and programme teams in building strong partnerships with government authorities, civil society, and other stakeholders.
- Represent the organization in relevant networks, platforms, and working groups, advocating for children’s rights and protection.
- Contribute to strategic and annual planning, including monitoring progress toward advocacy targets.
- Ensure quality standards in advocacy programming are introduced and applied.
- Participate in national and international conferences and knowledge-sharing platforms.
- Identify and develop partnerships with institutional donors.
- Monitor funding opportunities and lead the development of grant applications, concept notes, and full proposals.
- Coordinate proposal development processes in collaboration with programme and finance teams.
- Support Programme Units in applying for public funds and donor funding opportunities.

Requirements:

- Preferred studies: advanced studies in social sciences such as political sciences, development studies, international relations.
- Minimum of 2-3 years working experience in the social development, child or human rights NGO sector or other relevant experiences.
- Proven experience in advocacy (campaigning, policy engagement), preferably in children’s rights.
- Experience in grant writing, donor engagement, or institutional partnerships is a strong asset.
- Knowledge of child protection systems and rights-based approaches.
- Fluency in Uzbek, Russian, and English.

Competencies:

- Commitment to the mission of the organization and the role of the position;
- Strategic thinking;
- Planning and organization;
- Cooperating effectively
- Communicating effectively.

Working conditions:

- Full employment (5/2, 9am-6pm)
- Professional and personal development
- Multinational and multicultural environment

Additional information:

- Only CVs with motivation letter sent to recruitment@sos-kd.uz will be considered;
- Please note that only selected candidates will be notified of progress to the next step of selection;

- Candidates who have passed all stages of selection will be invited to undergo an additional verification process.
- The organization is committed to safeguarding and promoting the welfare of children and young people and maintains a zero-tolerance approach to any form of abuse, exploitation, or harassment. All staff are required to adhere to the organization's Code of Conduct, Child and Youth Safeguarding Policy, Anti-Corruption Regulation, and PSHEA (Prevention of Sexual Harassment, Exploitation and Abuse) Regulation.