

**COMMITTEE ON PRIMARY AND SECONDARY VOCATIONAL EDUCATION
UNDER THE GOVERNMENT OF THE REPUBLIC OF TAJIKISTAN**

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING PROJECT
IN THE MOUNTAINOUS REGIONS OF TAJIKISTAN (TJK1035)**

VACANCY ANNOUNCEMENTS

The Republic of Tajikistan has received funding from the Islamic Development Bank (IsDB) in the amount of US\$ 17.15 million to finance the Technical and Vocational Education and Training Project in the Mountainous Areas of the Republic of Tajikistan (the Project). The project will improve the vocational training environment and the effectiveness of educational services by: (i) improving access to vocational training; and (ii) Improving the quality and relevance of vocational education and training.

The Committee on Primary and Secondary Vocational Education under the Government of the Republic of Tajikistan (Executive Agency) is recruiting specialists for the Project Implementation Group (PIG) for the position of Translator.

Key Responsibilities and Deliverables:

- Written translation of all necessary documents/reports from English into Tajik and/or Russian and from Tajik and/or Russian into English;
- Verbal translation/interpretation of bilateral/multilateral meetings of the PIG/EA with IsDB and other stakeholders during project implementation;
- Preparation and maintaining of the minutes of the meetings in English and Tajik and/or Russian;
- Accompany IsDB missions during the visits to the project sites/districts for translation/interpretation purposes;
- Maintain records/archive of correspondence with IsDB and other relevant stakeholders;
- Correct, complete and accurate translation of the project documents;
- Any other assignments by the PIG Director;

Required skills, experience and qualifications:

- Master degree in English language / other field or first-level university degree with 2 additional years of experience;
- Minimum 5-year of work experience in translation of official documentation for Master degree and 7-year experience for bachelor degree;
- Experience of work with the international organizations and development institutions is an advantage;
- Ability to handle multiple tasks and react quickly;
- Knowledge of terminology of IsDB and/or other similar development partners;
- Knowledge of terminology and local documentation in the field of education;
- Excellent written and oral communication skills in English and Russian and Tajik;
- Computer literate: windows XP, Microsoft excel, word, and ability to learn new systems quickly.

Contractual conditions:

- The duration of the contract will be 12 (twelve) months with 3 (three) months of probation period starting from the contract signing date and renewable annually based on the annual performance evaluation and project needs;
- Translator is expected to work full time (office hours);

- Remuneration will be paid monthly in accordance with the salary scale agreed between the IsDB, Executing Agency and Ministry of Finance (in line with the Decree of the GOT #386 dated July 1, 2025);
- The position may require travel to project sites within Tajikistan. Travel expenses such as daily allowance, accommodation, etc. will be reimbursed in accordance with the relevant procedures;
- Translator will be accountable to the PIG Director on day-to-day project activities.
- The place of work - Dushanbe city.

Required documents:

- CV and cover letter in Tajik and English;
- University diplomas along with translation into English;
- Two reference letters from the most recent employers;
- Copy of employment record book;
- Other relevant certifications.

Interested applicants must submit the required documents in printed or electronic form by 15:00 p.m. local time October 12, 2026 (documents submitted after this deadline are not subject to review) at the following address:

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