**Promoting Green Ports and Connectivity in the Caspian Sea Region – Phase III**

**Country Project Coordinator**

**Duty Station (Country, Ports)**:

* Turkmenistan, Turkmenbashi
* Kazakhstan, Aktau and Kuryk
* Georgia, Batumi
* Azerbaijan, Baku

**LoE**: Approximately 30 – 40 working days per year (non-consecutive)  
**Reporting to**: Team Leader

# Overall Role

The Country Project Coordinator will serve as the national focal point for project implementation. The coordinator will facilitate communication between the project team and local stakeholders, support implementation of project activities, and ensure the smooth organization of field visits, workshops, trainings, and pilot projects in the assigned port(s).

# Key Responsibilities

**1. Stakeholder Engagement and Institutional Liaison**

* Establish and maintain active relationships with port authorities, relevant ministries, and other key national stakeholders.
* Facilitate consultations, interviews, and surveys with local institutions and stakeholders.
* Support outreach and communication to promote the project’s objectives at the local level.

**2. Support to Technical Workstreams**

* Assist national and international experts in collecting country-specific data
* Contribute to the scoping, contextualization, and validation of technical interventions and pilot concepts.

**3. Logistics and Field Visit Coordination**

* Organize local logistics for field missions, stakeholder meetings, and on-site activities.
* Arrange venues, equipment, and interpretation services for in-person and hybrid events (e.g. workshops, gender training).
* Support the identification of local participants for training and mentoring activities (with an emphasis on female staff).
* Assist in planning and escorting national delegations during study tours to European ports, if required.

**4. Coordination of Pilots and Technology Trials**

* Facilitate implementation of renewable energy pilots and environmental monitoring activities.
* Coordinate site access and engagement with port authorities during digital twin and EMS trials.
* Collect feedback and assist in troubleshooting site-specific implementation issues.

**5. Project Coordination and Reporting**

* Participate in bi-monthly coordination meetings (Jour Fixes) with the international team.
* Maintain a local activity calendar and track deliverables and deadlines.
* Provide regular updates, brief field reports, and input into consolidated project reports.

**6. Document and Knowledge Management**

* Maintain a local archive of project documents (e.g., meeting minutes, attendance lists, consent forms).
* Provide informal translation or summarization of key documents, as needed.
* Upload country-specific content to the central document repository.

# Professional Experience

* Relevant professional experience in project coordination, stakeholder engagement, or technical assistance roles.
* Demonstrated experience working with government institutions, port authorities, or international organizations in sectors such as transport, environment, climate resilience, or energy.
* Experience supporting technical assessments, feasibility studies, or donor-funded pilot projects is highly desirable.