



TURQUOISE MOUNTAIN

Job Description (INTERNAL APPLICANTS ONLY)	
Job Title	Country Commercial Projects Manager
Department	Afghanistan Country Program
Location	Kabul, with frequent visits to field sites in Afghanistan. Plus international travel.
Reports to (Line Manager)	The position will be matrix managed. Administrative Reporting Line: Country Director Technical Reporting Line: Commercial Director
Job Summary	<p>This is a dynamic and varied role that will drive forward the commercial strategic vision of the Turquoise Mountain Afghanistan program. The successful candidate will work primarily with the TM Afghanistan production team, covering carpets, jewellery, and textiles; support the continuous feedback and integration of gaps, challenges, and opportunities for development to the Turquoise Mountain program and training team; and spearhead new commercial initiatives at country level, in liaison and coordination with the global commercial and creative teams.</p> <p>Working directly with the Afghanistan country office, the postholder will cultivate strong working relationships with the international sales, communications, finance, and creative teams. The successful candidate will be a resourceful and entrepreneurial problem solver with strong attention detail and be able to build positive and productive working relationships with a variety of different stakeholders both internally and externally. The position will be based in Kabul, Afghanistan, with frequent provincial travel and some international travel.</p>
Key Responsibilities and Accountabilities	
Commercial Management <ul style="list-style-type: none">• Working closely with local and international teams, oversee and track the production of high-quality Afghan hand-woven carpets that are made for international clients, supporting the team to ensure that they are made to the required quality and in the quoted lead time.• In coordination with Turquoise Mountain teams in Afghanistan and in the UK, as well as with artisan businesses, develop and improve the efficiency of the production process for Afghan artisan products.• Coordinate and support Turquoise Mountain's participation in relevant trade shows and exhibitions, both locally in Afghanistan and internationally.• Support the international sales and commercial teams as required to deal with customer issues and enquiries.• Assist the country and creative teams with the development of new artisanal product ranges.• Work closely with the commercial and finance teams in the UK to create analytical and monitoring tools to allow us to better understand production and financial performance.• Work with the UK commercial and finance teams to ensure accurate costing and pricing for products.	
Award & Sub-Award Management <ul style="list-style-type: none">• Project manage select donor funded projects as directed by the Country Director, working with all stakeholders to ensure deliverables are met.	

- Coordinate the development of high-quality technical reports for submission to Turquoise Mountain Afghanistan donors, for awards funding TM's Artisans to Market program pillar, including reviewing and consolidating departmental inputs.
- Coordinate with the Turquoise Mountain Afghanistan Monitoring and Evaluation team to compile and monitor progress against programmatic and commercial targets relating to the country program's donor awards.
- Liaise with implementing partner, Label STEP, for the quality delivery, monitoring, and reporting of their activities under TM's donor-funded projects in Afghanistan.
- In coordination with Operations, manage a system for the routine (quarterly) physical verification of stock, including carpets held both on consignment and in stock.

Strategy & Development

- With the Turquoise Mountain Afghanistan team, contribute to the design, development, and delivery of the country office strategy, with particular focus on driving forward the organisation's commercial objectives and considering new and existing methodologies that will enable Turquoise Mountain to meet agreed goals.
- Support with the technical design of new funding proposals from a commercial perspective, ensuring proposed interventions are strategically aligned, viable, and ambitious.

Internal & External Relations

- Serve as the go-to lead for commercial activities and initiatives in the Turquoise Mountain Afghanistan country office.
- Participate in donor and partner stakeholder meetings and work closely with the Country Director to build Turquoise Mountain's network and partnership opportunities.

This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.

Key working relationships / cross-working

Internal and in Afghanistan: In-country colleagues, international commercial, creative, and finance teams, Afghan artisan businesses.

International: Commercial clients, business collaborators, designers, donors, partners, event organisers.

Person Profile

Job Title	Commercial Projects Manager
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NB this post is only open to internal applicants, if you are not already working for Turquoise Mountain, sadly, we will not consider you for this role.

Professional approach:

Constructive and collegiate style that contributes to team harmony and builds community.

Education and experience (essential):

Educated to post-graduate level in international development or a related field, or equivalent experience.

Experience of working in the development sector in Afghanistan, notably compiling, writing and submitting donor reports.

Experience of working in the Afghan carpet sector and a demonstrable understanding of international markets for hand-woven carpets.

Experience of working in the Afghan jewellery sector and a demonstrable understanding of international markets for artisan made jewellery.

Experience of setting up and managing trade exhibitions in the US for hand-woven carpets and artisan products.

Personal attributes/ skills:

Essential:

Commercial experience in the Afghan hand-woven carpet and jewellery sectors.

Demonstrable experience of building strong and positive relationships with colleagues and external stakeholders.

Detail orientated and experienced problem solver.

Experience of working in Afghanistan.

Proven project management and organisational skills.

Excellent verbal and written communications skills.

Demonstrable experience of having used strong negotiation and influencing skills.

Experience in donor and commercial client management.

Willingness to live and work in Afghanistan.

Ability to travel to the US and Europe at short notice.

Experience supervising diverse teams.

Digital skills and experience:

Experienced in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, SharePoint), with strong Excel skills. Experience in developing and managing monday.com applications.

Language skills:

Excellent level of international standard spoken and written English with exceptional communication skills is essential.

Application Process

Turquoise Mountain is sharing details of the role internally for staff members interested to apply.

Applications should include an up to date CV and cover letter, saved as a single pdf document and sent by email to vacancy@turquoisemountain.org.

Due to tight timelines, applications will be accepted up to 12noon UK time on Tuesday 26th August.