

ToRs and Job Descriptions for the Position of Programme Officer Prevention + Programme

Objectives:

Under the direct supervision of the Manager Programs, the Program Officer will support the technical oversight of program management and implement activities of the project. S/he is also responsible in the formulation, management and evaluation of program activities relating to the Project.

Roles & Responsibilities:

1) PROGRAMME MANAGEMENT:

- Responsible for managing, technical and financial, donor reporting, and partnership management.
- Regularly coordinate with Implementing partner organization to ensure quality projects progress in a timely manner
- Plan and organize program activities with the Implementing partner organization as outlined in the projects documents
- Design and develop program proposals including conceptual, methodological, operational, evaluative, and financial aspects along with monitoring reports and monthly progress reports.
- Ensure smooth running of the Projects activities in respective districts by providing technical back stopping to Implementing partner organization
- Ensure support in overall district related project advocacy.
- Receive and review regular (quarterly and biannual) reports from the Implementing partner organization and provide feedback to them.
- Ensure timely release of funds to partners and effective utilization
- Ensure preparation and submission of quarterly/biannual progress report of the program to donor and PME department
- Participation in planning and management periodic forums and provide necessary support to the management.
- Develop monthly / quarterly work plans for the program as per PME guidelines.
- Assist Manager Programs in resource mobilization and other Program related initiatives.
- Support Manager Programs for implementation and grant Management of other projects
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Responsible for overall quality and management of related projects in designated region.
- Undertake business travel as required
- Undertake any other activity that contributes to the smooth running of the program

2) TECHNICAL SUPPORT:

- Provide technical backstopping to the project partners.
- Assist programme manager in coordinating with other programmes for effective implementation of programs.
- Assist programme manager in budgeting, forecasting and financial reviews of project activities.
- Support knowledge management process

3) NETWORKING AT NATIONAL OR INTERNATIONAL LEVEL

- Support senior management in building linkages and liaison with concerned stakeholders including civil society, government departments and beneficiaries.
- Network and build linkages with other similar organizations and initiatives
- Promote the work of the organization at various forums and fronts

4) ADDITIONAL

- Manage logistics regarding project related events
- Conduct comprehensive research on topics of interest for publication

Accountability:

The Program officer reports directly to the Manager Programs. S/he will supervise the local partners and work in close collaboration with M&E and other stakeholders.

Essential Qualification & Experience:

- Master degree in social sciences from a recognized university.
- 3 - 5 years of experience of managing Education and human rights projects.

Essential Skills:

- Excellent understanding of "rights based" approach and skills to translate it into actions
- Flexibility to work in a dynamic environment and multitasking.
- Good leadership, interpersonal and networking skills
- Rapport with development sector stakeholders, networks outside and in the organization
- Proficient in planning, budgeting and management skills
- Proficient in MS-office and analysis applications.
- Excellent drafting and report writing skills in Urdu and English.
- Experience of working with multilateral donors and implementing partners
- Experience of designing and developing IEC material.
- Experience of designing and managing advocacy campaigns.
- Experience of part taking in resource mobilization activities.

Essential Behavior & Practices:

- Demonstrating/safeguarding ethics and integrity.
- Self-development, initiative-taking.
- Acting as a team player and facilitating teamwork.
- Facilitating and encouraging open communication in the team, communicating effectively.
- Managing conflict.
- Learning and sharing knowledge and encourage the learning of others.
- Informed and transparent decision making.
- Capacity to conceptualize program interventions.
- Able to communicate complex issues in a concise, accessible and engaging way.
- Explicit engagement for social change and understanding of human rights principles.
- Demonstrated ability to work sensitively with diverse people and communities.

How to apply:

Interested candidates are requested to visit the web link <http://rutgerswpfpak.org/jobs.html> for further details and download the Job application form to be sent through email at jobs@rutgers.pk by clearly mentioning the job title in the subject line. Only shortlisted candidates will be invited for test/interview. No TA/DA will be admissible. Job applications will only be entertained on Rutgers Job application form. We are equal opportunity employer and encourage women and marginalized communities to apply

Last date to apply: Wednesday, June 20, 2018 before 5:00 PM