



## ToRs and Job Descriptions for the Position of Programme Officer Get Up Speak Out (GUSO) 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](mailto: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: Tuesday, June 26, 2018 before 5:00 PM**