

Job Opportunities

1	District Coordinator	Rawalpindi (1)	<p>Qualifications: Master's degree or equivalent in relevant social sciences and above programme components from HEC recognized Institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> ■ Minimum of 5 years of relevant work experience ■ Experience of working with national and/or international CSOs <p>Main functions:</p> <p>1. Program – planning, execution and reporting:</p> <p>The incumbent (s/he) will be responsible for the following;</p> <ul style="list-style-type: none"> • Under the over all guidance of Manager Social Mobilization/ Manager Admission & Attendance Compliance (As per designated regions) , District Coordinator shall manage the overall functioning of the district office in view of the mandate of Waseela e Taleem. • Understand the concept of the project and its significance in terms of Waseela-e-Taleem programme roll-out. • Review and compile the tehsil work plan of SM Teams as per over all social mobilization plan. • Provide input regarding the work plans and their efficacy during the project. • Identify operational and other regional challenges such as mobility of women, language, geography, etc. • Shall be responsible for all activities including micro supply capacity assessment (MSCA) Survey, beneficiary mobilization campaign, WT women registration centers and admission & attendance compliance, mapping of BISP beneficiaries and capacity building. • Provide support and guidance to TC's/SOs during all the stages of project cycle. • Oversee the formation of committees at each level.
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			<ul style="list-style-type: none"> • Coordinate with BISP and other relevant stakeholders. • Prepare and oversight all the relevant reports including daily/weekly, mothly and quartely. • Review the monitoring reports of field monitoring officer; and develop an action plan against the gaps identified by Monitoring Officers. • Facilitate PMU in implementing the capacity building activities. • Represent BISP social mobilization component at district and tehsil level. • Facilitate TCs and team in the mapping of beneficiaries, formation of BISP Beneficiaries Committees (BBCs), micro supply capacity assessment (MSCA) Survey, beneficiary mobilization campaign, WT women registration centers and admission & attendance compliance. • Conduct monthly and quarterly review meetings at district level to assess the performance and progress of social mobilization team. • Guide teams in preparing the monthly plans accordingly. • Accept any other assignment given by his/her line manager. <p>2. Management (Operations support and cooridnation around program delivery):</p> <ul style="list-style-type: none"> • District Coordinator (S/he) will operationalize the project team at district level and will be responsible for the overall supervision of the project activities. • Guide and facilitate the districts social mobilization teams and manage all relevant operations. • District Coordinator will perform his/her function under the technical and administrative supervision of Manager SM/AAM and Team Leader respectively. • Ensure compliance of financial, HR and Admin policies and rules as per standard AF guidelines as applied to SM project.
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			<p>resources and liaison to internal and external stakeholders and be held accountable for any misuse of communications means/channels.</p> <ul style="list-style-type: none"> • Gender is non-negotiable at Aurat Foundation thus the position will be held accountable for any misconduct by any of the team members towards either gender particularly women at the workplace as well as the field locations. <p>Skills:</p> <ul style="list-style-type: none"> ■ Demonstrated and sufficient experience of writing progress reports and developing work plans, etc. ■ Communication, gender sensitivity, team building and time management skills ■ Language proficiency in Urdu (for all), Punjabi (for positions in Punjab) and Pashto (for positions in KP). <p>REPORTING LINE AND WORK BASE</p> <p>DC will report to the Team Leader and shall be based in the duty district.</p>
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Please send your applications along with updated CV on **jobs@af.org.pk** no later than **May 31, 2017**.
Kindly mention your name and job title in the subject line.