

Job Advertisement

Position Title: Program officer

Company: Aurat Foundation –Karachi in collaboration with HomeNet Pakistan

Location: Karachi

Hiring Authority: Aurat Foundation –Karachi

Status: Full time

Advertisement Date: 7 Oct 2017

Closing Date: 13 Oct , 2017

Project Description: Home Net Pakistan in collaboration with Aurat Foundation is implementing a two year project of UN Women titled “**Empowerment of women home based workers and excluded groups in Pakistan**” funded by the UN Women in Sindh (Karachi).

JOB DESCRIPTION

Job Title	Programme Officer
Working Section	Programme Section
Appointing Authority	Aurat Foundation
Working Station	Karachi
Status	Full-time
Project Duration	Two years
Employees supervised	Regional coordinator / Project Director
Contract duration	12 months w.e.f project signing date
Category	Project Staff
Proposed Salary	PKR 60,000/- per month

Reporting relationship

The programme officer reports to the Regional coordinator/Project Director.

Job summary

The programme officer assists the Regional coordinator / Project Director in the implementation and full documentation of the programme at the regional level.

This includes the setting up, execution, strengthening, ongoing support, monitoring, reporting, supervision and coordination within the ambit of the Project in selected districts, develop and increase interaction and linkages with women in target communities, provincial government, line departments, local government institutions and civil society organizations, help in developing concrete indicators through a baseline study on women's participation in formal political institutions, including political parties and local councils. The Programme Officer will undertake initial work and finalize plans to develop innovative advocacy, media and communication strategies

Responsibilities and Duties

Conceptual input

1. Identify programme strengths and gaps and present proposals for the improvement of the programme to the Regional coordinator / Project Director
2. Seek and study information and materials that are relevant to the programme and share useful information and materials with colleagues for successful implementation at grass root level.
3. Help maintain linkages to strengthen synergies. Contribute to the planning process of programmes as requested.
4. Implementation of the logical frame work and impact evaluation quarterly basis.
5. Inclusion and empowerment of women home based workers and women excluded groups in Sindh regional for economic frameworks.

Periodic duties and responsibilities

- Participate and contribute to monthly review and planning meetings of all programmes.
- Participate and contribute to networking with other NGOs, workers and employers, federation activities.
- Participate in and contribute to monthly meetings of the project Regional coordinator / Project Director
- Prepare annual, quarterly and monthly work plans, and budget requisitions, and review their realisation at the end of their respective terms.
- Prepare annual, quarterly and monthly progress report at the end of their respective timelines.

- Prepare and submit to the Regional coordinator, monthly quarterly, six-monthly and annual reports according to the project reporting formats.
- Prepare and organise conferences, advocacy, and networking and exposure meetings as planned in the annual work plan.
- Excellent report writing and presentation skill.
- Capable of the conflict resolution and multi tasking.
- Regular field visit to target district and communities for implementation of the project activities.
- Liaising with government department and civil society network.

Required Qualifications:

Experience

- Minimum 3 years of working in development sector
- Experience of implementation and managing gender based projects
- Directly involved in Provincial and district level Advocacy on women issues

Education

- Master in Social science or relevant discipline

Skills

- Strong Advocacy and lobbying skills
- Robust communication, coordination skills to explain information and converse with government officials and policy makers at regional level.
- Organizational skills to effectively process all project activities and reporting
- Self-confidence to take the initiative to approach potential outcome for the project
- Ability to meet the deadlines and working under challenging environment.

Kindly send CVs at jobs@af.org.pk not later than October 13, 2017.