

# **Job Description**

## **District Project Officer**

**Appointing Authority:** Aurat Publication & Information Service Foundation (AF)

**Programme/Project:** Enhancing CSO's Contribution to Development and Governance Processes

**Number of Post:** 03

**Working Station:** 1-Killa Saifullah but based in Quetta- Balochistan  
2. Thatta- Sindh  
3. Sanghar- Sindh

**Reports to:** District Coordinator

**Supervises:** NA

**Status:** Full Time

**Duration of Contract:** Minimum 2-3 Years

**Job Purpose:**

The Project Officer will facilitate other project staff in district to effectively implement the activities according to schedule, budget and required quality. He/she will be directly responsible for all day to management and networking in the district.

**Responsibilities:**

**1. *Administrative Management***

- Support the District Coordinator in coordinating the work across the all themes of the programme
- Support in the work plan implementation at Union Council, tehsil and district level
- Support in the identification, support and facilitation work

- Collate information
- Support the District Coordinator in branding and marketing
- Ensure the quality of activities
- Visiting the field and participating in Programme planning and review meetings
- Contribute to the generation of relevant knowledge from the Programme and its sharing during inception as well all along the Programme duration by collecting and writing testimonials, case studies, etc.

**Eligibility Criteria:**

<b>Qualification:</b>	Graduation to Master
<b>Relevant Job Experience:</b>	2-3 Years
<b>Other:</b>	Understanding of local context
<b>Language:</b>	English, Urdu, Pashto, Sindhi

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