

# **Job Description**

## **District Coordinator**

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

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

**Working Station:** Sanghar- Sindh

**Reports to:** National Coordinator

**Supervises:** Project Officer

**Status:** Full Time

**Contract duration:** 2 Years

**Job Purpose:**

The District Coordinator will work closely with other AF staff in district, region and national; including both technical and support staff to ensure that the relevant activities are implemented according to schedule, budget and required quality.

**Responsibilities:**

**1. *Project Management***

- Execute effective project planning and implementation of agreed deliverables
- Supervise and coordinate the work of Programme at district, provincial and national level
- Contribute in project planning and documentation
- Ensure operational and programme management
- District Mapping and Collate information
- Support branding and marketing of Local Government Project coordinating outreach events and meetings
- Ensure effective partnership management

- Ensure the quality of activities being carried out by Project officer and Civil Society Organization.
- Visiting UCs and project area on regular basis 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>	Masters' in Social Science
<b>Relevant Job Experience:</b>	Minimum 5 Years
<b>Other:</b>	Understanding of local context & Project management
<b>Language:</b>	English, Urdu and Sindhi

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