

# Aurat Publication & Information Service Foundation

## Terms of References

**Job Title:** Program Officer

**Reporting Line:** Regional Coordinator

**Position Location:** Quetta

**Project:** Need Assessment and Implementation of Technical Capacity Building and Up-gradation of Identified Dar ul Amans (DUAs)/SBBWCCs

### **Specific responsibilities**

- Develop and maintain strong coordination with relevant stakeholders.
- Organize and conduct KIIs, IDIs, FGDs, stakeholder consultations and physical facility check list for DUAs/SBBCs
- Provide assistance in report writing
- Submission of monthly work plan and report
- Arranging meetings of provincial steering committee and report submit to HO
- Data collection and compilation for Desk review
- Feedback in development of tools (guidelines/templates) for Needs Assessment and Implementation plan.
- Preparation of Needs Assessment Report
- Assist regional and national staff in implementation of capacity building plan

Her reporting line will be Resident Director Quetta.

Aurat Foundation a national non profit organization invite applications for the post of **Regional Coordinator (Female)** under project "**Need Assessment and Implementation of Technical Capacity Building and Upgradation of Identified Dar ul Amans DUAs)/Shaheed Benazir Bhutto Crisis Cells (SBBCs) in Punjab, Sindh, Balochistan and KP**". This position is for Aurat Foundation's Quetta office. The applicants who have the required skills and experience can e-mail their CVs to [rdqta@af.org.pk](mailto:rdqta@af.org.pk) and cc to [jobs@af.org.pk](mailto:jobs@af.org.pk) latest by **Feb 21, 2019**.