

Established in 1986, Aurat Publication and Information Service Foundation is a civil society organisation committed to work for women's empowerment and citizens' participation in governance for creating a socially just, democratic and humane society in Pakistan. Over the last 27 years, Aurat Foundation has come to be recognized nationally and internationally as one of the leading institution for enhancing women's status in the country.



The organisation invites applications for the following fixed term posts for Social Mobilisation project.

JOB OPPORTUNITIES

Job Title	Location	Vacancies	Experience
Director Operations and Coordination	Islamabad	1	Required 10-12 years relevant experience
Assistant Manager Finance	Islamabad	1	Required 6-8 years relevant experience
Assistant Manager (M&E)	Islamabad	1	Required 6-8 years relevant experience
M&E Officer (4)	Baluchistan, Sindh, Punjab & KPK	1 each	Required 5-6 years relevant experience
District Coordinator (8)	Gilgit	1	Required 5-6 years relevant experience
	KPK (Kohat,)	1	
	Sindh (Larkana, Sukkur,)	1each	
	Balochistan (Loralai)	1	
	Punjab (Attock, Rahim Yar Khan, Okara)	1each	
Senior Social Organizers (22) (50% posts are for Female candidates)	Baltistan (Shigar sub)	1	Required 3-4 years relevant experience
	Kohat (Kohat),	1	
	Malakand (Bat Khela)	1	
	Larkana (Larkana, Rato Dero, Baqrani,	3	
	Sukkur (New Sukkur, Rohri, Salehpat, Pano Aqil)	4	
	Loralai (Duki, Mekahtar)	2	
	Attock (Pindi Gheb, Hasan Abdal, Fateh Jang, Hazro, Jand)	5	
	Rahim Yar Khan (Liaqat Pur, Khan Pur, Sadiq Abad)	3	
	Okara (Renala Khurd, Depal Pur)	2	
Social Organizers (144) (80% posts are for Female candidates)	Baltistan (Shigar sub, Kharmang sub, Rondu)	12	Required 3-4 years relevant experience
	Gilgit (Gilgit sub)	6	
	Kohat (Kohat,Lachi)	9	
	Malakand (Bat Khela)	8	
	Larkana (Larkana, Rato Dero, Baqrani,Dokri)	19	
	Sukkur (New Sukkur, Rohri,	20	

	Salehpat, Pano Aqil, Sukkur)		
	Loralai (Duki, Mekahtar, Musa Khel)	9	
	Attock (Pindi Gheb, Hasan Abdal, Fateh Jang, Hazro, Jand,Attock)	8	
	Rahim Yar Khan (Liaqat Pur, Khan Pur, Sadiq Abad, Rahim Yar Khan)	38	
	Okara (Renala Khurd, Depal Pur, Okara)	15	

Only shortlisted candidates will be called for interview. No TA/DA will be paid to the candidates attending interview.

Management has rights to abolish any post without prior notice.

Original documents & experience certificates should be produced on the date of interview.

For detailed TOR,s please visit (<http://www.af.org.pk>)

Please send applications to Manager HR (e-mail: jobssm@af.org.pk) latest by 10 May, 2013. Please clearly mention the Position Title in the email subject otherwise application will not be accepted.

Background to the Proposed Project

The Benazir Income Support Programme has designed a conditional cash transfer program, called *Waseela-e-Taleem*, funded by DFID and the World Bank. The objective of this program is to provide cash transfers to BISP recipients on the condition that their children are enrolled in and regularly attend primary school and retain children who are already in school.

BISP was moved to introduce such an initiative based on its findings that over 71 per cent of the children of its 6 million beneficiaries, do not attend school. *Waseela-e-Taleem* has been rolled out as a pilot test by implementing social mobilisation design as an initial six-month pilot phase in five districts of Pakistan including AJ&K. on the basis of experience and hand on learning BISP management and UKaid in consultation with AF decided to extend the pilot test for the period of **24 months in 20 districts** including five on-going districts to further experience and learn lessons to enrich the proposed social mobilization design by engaging about 1.1 million women beneficiaries in 56 Tehsils of proposed 20 districts (Shaheed Benazirabad, Larkana, Sukkur, South Karachi (Sindh), Attock, Rahim Yar Khan, Okara and Kasur (Punjab), Gawader, Jhal Magsi, Loralai, Naushki (Baluchistan), Malakand, Mansehra, Charsada, Kohat (KP), Gilgit, Baltistan (GB) and Mirpur, Bagh (AJK).

Social Mobilisation is one of the key elements of *Waseela-e-Taleem* programme implemented by **Aurat Foundation with the financial support of DFID Pakistan**, envisaged to play a key role in inculcating co-responsibility of beneficiaries in the success and take-up of the programme. Through social mobilisation, the beneficiary mothers would be organized in groups/committees at the village, union council and tehsil level.

JOB DESCRIPTION

Director Operations & Coordination

Job Title:	Director Operations & Coordination
Place of Work:	Islamabad
Reporting to position:	Program Advisor
Budget Responsibility:	Yes

Job Description:

Overall

Director Operations & Coordination will manage overall operations of the programme with the primary role in setting up district mechanisms and coordination with field teams. S/he will be responsible for all operational and financial management of the project. S/he will provide operational and technical support to the senior project team during the project life and represent project at different levels.

Specific Responsibilities:

The incumbent will be responsible for the following;

- Under the overall guidance of **Program Advisor**, Director Operations & Coordination shall manage the overall operations and management of the project including financial consultation with Program Advisor and with coordination of Team Leader.
- Understand the concept of the project and its significance in terms of Waseela-e-Taleem programme roll-out and overall BISP strategy and programmes.
- Develop a comprehensive operational and financial plan in consultation with senior management for the whole project cycle.
- Review and finalize the quarterly costed workplans, procurement and all in line functions pertaining to project management and its compliance as per policies and procedures of AF and UKaid.
- Monitor the overall progress and ensure in time preparation and submission of reports as per given templates of UKaid. .
- Identify operational and other regional challenges related to establishment of districts offices and hiring of staff in consultation with Team Leader.
- Shall be responsible for the overall facilitation and guidance to district coordinators related to operations and financial matters of the project during the implementation.
- Provide support to Team Leader when and where required for attaining the targets of the projects as per given stipulated time frame.
- Any other assignment/responsibility given by Program Advisor.

Person specification:

- Minimum masters in project management or equivalent with an experience of 10-12 years related to operations and coordination in programme implementation.
- Knowledge of both theoretical and practical aspects of financial/operational management and coordination
- Direct work experience in project management especially finance and operations.
- Proven experience in personnel management
- Proven experience in strategic planning
- Critical thinking and problem solving skills
- Planning, organizing and reporting
- Decision-making
- Inter and intra-personal communication skills
- Be a team player

Assistant Finance Manager

Job Title:	Assistant Finance Manager
Place of Work:	Islamabad
Reporting to position:	Director Operations and Coordination
Budget Responsibility:	Yes

Job Description:

Overall

Assistant Finance Manager (s/he) will manage all financial matters of the project including accounting, compliance and reporting, supervise the 20 districts and helps the district coordinators in ensuring the compliance of financial matters as per given policy, facilitate Director Operations/Team Leader for financial & operational matters and directly involved in compliance of donor requirements. Moreover, She/he will reconcile the accounts on monthly basis and prepare financial progress reports for PMU on the given template. In addition, facilitation of districts, fund management and audit will be a responsibility.

Specific Responsibilities:

The incumbent (s/he) will be responsible for the following;

- Under the overall guidance of **Director Operations & Coordination**, Assistant Finance Manger shall manage the budget of the project in consultation with Sr Manager Finance (AF) and Project Advisor.
- Understand the concept of the project and its significance in terms of Waseela-e-Taleem programme roll-out and required obligations of the contract.
- Develop a comprehensive budget breakdown and financial plan in consultation with Director Operations / Team Leader and Manger Finance (AF) for the whole project cycle.
- Prepare district wise budget in consultation with District Coordinators and Manager SM on quarterly basis.
- Review and finalize the Statement of Expenditures (SOEs) of each district on monthly basis and facilitate the process of disbursement and compliance to each district as per policy and procedures after getting authorization by the relevant authority.
- Prepare quarterly financial reports by reconciling all districts and PMU accounts and submit the report to AF finance Head for donor reporting as per agreed schedule.
- Maintain all relevant financial books and accounts and bank on monthly basis.
- Shall be responsible for the overall facilitation and guidance to districts coordinators related to financial matters of the project during the implementation.
- Provide support to Director Operations when and where required for attaining the targets of the projects as per given stipulated time frame.
- Any other assignment/responsibility given by AF Management.

Person specification:

- Minimum Masters in Business Administration MBA/M.Com/ACCA or equivalent with an experience of 5-6 years related to finance and accounts
- Knowledge of both theoretical and practical aspects of accounts and finance
- Direct work experience in project accounts and finance.
- Proven experience in accounts and finance management related softwares.
- Planning, organizing and reporting of monetary resources of the project
- Inter and intra-personal communication skills

District Coordinator

Job Title:	District Coordinator
Place of Work:	(Larkana, Sukkur, South Karachi (Sindh), Loralai, Naushki (Baluchistan), Malakand, Kohat (KP), and Gilgit, Baltistan (GB). (One Each)
Reporting to position:	Manager Social Mobilisation for Programme & Director Operations for Administrative Functions
Budget Responsibility:	Yes

Job Description:

Overall

District Coordinator (S/he) will operationalize the project team at district level and will be responsible for the overall supervision of the project activities. DC will perform his function under the direct supervision of Manager SM. The incumbent will lead the process of preparation of district level work plan, mapping of beneficiaries, formation of BISP Beneficiaries Committees (BBCs), BISP Union Councils Committees (BUCCs) & BISP Tehsil Coordination Committees (BTCCs). Guide and facilitate the districts social mobilization teams and managed all relevant operations. Prepare weekly and monthly progress reports and other statistical reports as per given templates. S/he will coordinate with concerned line department officials at district level especially BISP and Education department for smooth execution of project activities. Will provide guidance to the field teams when and where required. Participate in all district level coordination forums as per given framework of the project.

Specific Responsibilities:

The incumbent (s/he) will be responsible for the following;

- Under the over all guidance of **Manager Social Mobilization/Director Operations**, District Coordinator shall manage the overall functioning of the district office in view of the mandate of SM-NCTP.
- 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 at BUCC level.
- Provide support and guidance to SSO's/SOs during all the stages of mobilization cycle.
- Oversee the formation of committees at each level.
- Coordinate with BISP and other relevant stakeholders.
- Prepare all the relevant reports including monthly and weekly tracking sheets.
- 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 in the formation of BUCCs in each UC or cluster of UCs and attend their regular monthly meetings.
- 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.
- Manage the over all operation of the district which includes HR management, logistics, administration and financial management.
- Accept any other assignment given by Manager SM.

Person specification:

- Minimum Master in social sciences with relevant experience of 5-6 years in managing social mobilization.
- Knowledge of both theoretical and practical aspects of social mobilization, management and coordination
- Basic knowledge of management techniques and tools for developing high performance team.
- Direct work experience in project management and reporting capacity
- Proven experience in personal management
- Proven experience in strategic planning
- Critical thinking and problem solving skills
- Planning, organizing and reporting
- Decision-making
- Inter and interpersonal Communication skills
- Influencing and leading
- Team Building
- Conflict management
- Adaptability
- Stress tolerance

Senior Social Mobilizer

Job Title:	Senior Social Mobilizer
Place of Work:	The tehsils of given districts excluding the tehsils where district head quarter is placed (Larkana, Sukkur, South Karachi (Sindh), Loralai, Naushki (Baluchistan), Malakand, Kohat (KP), and Gilgit, Baltistan (GB). (One each tehsil)
Reporting to position:	District Coordinator

Job Description:

Overall

Senior Social Organizer (SSO) will provide overall technical guidance to the tehsil social mobilization teams, supervise and manage the overall social mobilization in his relevant tehsil by managing SOs. Guide SM teams during the process of Mapping, review the beneficiary data, formation of village/hamlet base BBCs, BUCCs, BTCCs and capacity building activities of the project. Conduct monthly performance review of the project activities at tehsil level. The incumbent will be responsible for generating the consolidated monthly progress report against the set targets. He/She will develop the good liaison with BISP and other stakeholders at tehsil level. The incumbent will monitor the BBCs in relevant geographical proximity falling in cluster of tehsil and help in formation of BUCCs and BTCCs.

Specific Responsibilities:

The incumbent (s/he) will be responsible for the following;

- Under the over all guidance of **District Coordinator**, Senior Social Mobilizer (SSO) shall manage the overall functioning of each tehsil in relevant district office in view of the mandate of SM-NCTP.
- Understand the concept of the project and its significance in terms of Waseela-e-Taleem programme roll-out.
- Prepare 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 at BBCs, BUCC and BTCCs level.
- Provide support and guidance to SOs during all the stages of mobilization cycle.
- Oversee and will be the part of process in formation of committees at each level.
- Coordinate with BISP and other relevant stakeholders at tehsil level.
- Prepare all the relevant reports including monthly and weekly tracking sheets.
- Conduct the process monitoring during the implementation of project activities and ensure intime feed back to its relevant SM teams for course correction.
- Facilitate DCs in implementing the capacity building activities.
- Represent BISP social mobilization component at tehsil level.
- Facilitate in the formation of BUCCs in each UC or cluster of UCs and attend their periodic meetings.

- Participate in 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 at tehsil level.
- Accept any other assignment given by DC.

Person specification:

- Minimum Graduate in Arts/Sciences with relevant experience of 3-4 years in managing social mobilization.
- Knowledge of both theoretical and practical aspects of social mobilization, social organization and field coordination
- Direct work experience in social mobilization and reporting
- Proven experience in field based personal management
- Critical thinking and problem solving skills
- Planning, organizing and reporting
- Inter and interpersonal Communication skills
- Team Building
- Conflict management
- Adaptability
- Stress tolerance

Assistant Manager Monitoring

Job Title: Assistant Manager Monitoring
Place of Work: Islamabad
Reporting to position: Programme Advisor

Job Description:

Overall

Assistant Manager Monitoring will perform the monitoring and quality assurance function through establishment of an independent monitoring team at the provincial level. The monitoring and quality assurance team lead by AM Monitoring will develop a results based management plan with measurable indicators for assessment of progress and process monitoring in the light of given LFA. In consultation with Provincial Monitoring Officers (PMO) the detail monitoring plan and monitoring schedule will be developed. Periodically share the finding of monitoring visits with Team Leader, District Coordinators during monthly and quarterly meetings.

Specific Responsibilities:

The incumbent (s/he) will be responsible for the following;

- Under the over all guidance of **Team Leader**, Assistant Manager Monitoring shall developed comprihensive performance monitoring framework and monitoring plans for the project in line with agreed LFA.

- Facilitate and guide the provincial monitoring officers about the overall monitoring plan and build their capacity when and where require.
- Develop the monitoring schedule as per prescribed format
- Supervise the process monitoring carried out by PMO against the set indicators reflected in performance monitoring framework
- Visit field sites for follow-up of the plans and extend mentoring his/her team.
- Document gaps against process and planned activities and circulate to all concerns with proposed improvement plans.
- Develop and use participatory monitoring and evaluation tools
- Facilitate in conducting quarterly reviews and planning meetings and help in developing the district plan
- Document the learnings of the projects by producing human interest stories/case studies.
- Facilitate in producing quarterly and annual reports and other relevant activities

Person specification:

- Minimum Master in Social Science with relevant 3-4 years work experience in project monitoring and evaluation
- Knowledge of both theoretical and practical aspects of monitoring and evaluation
- Well worsed knowledge of monitoring techniques and tools especially LFA & RBM.
- Direct work experience in M&E capacity and IT related skills.
- Knowledge of developing comprehansive monitoring plans and managing monitoring team
- Proven report writing skills with perspective of monitoring and evaluation.
- Interpersonal & communication skills
- Team work

Provincial Monitoring Officer

Job Title:	Monitoring Officer
Place of Work:	Sindh (Karachi), Baluchistan (Quetta), Punjab (Rahim Yar Khan (One each)
Reporting to position:	Assistant Manager Monitoring

Job Description:

Overall

Provincial Monitoring Officer will conduct regular monitoring visits and report against quantitative and qualitative output indicators during field visits of relevant province during the implementation of the project. S/he will focus on developing the monitoring schedule by using the participatory process monitoring in consultation with Assistant Manager Monitoring & District Coordinator. Periodically share the finding of monitoring visits with Manger Social Mobilization, Team Leader, Assistant Manager Monitoring and District Coordinators.

Specific Responsibilities:

The incumbent (s/he) will be responsible for the following;

- Under the over all guidance of **Assistant Manager Monitoring** , Monitoring Officer shall conduct field visits to monitor the progress of the committees and women leaders in the districts of his/her respective province.
- Develop the monitoring schedule at field level on per prescribed format
- Carry out the process monitoring against the set indicators reflected in performance monitoring framework
- Document gaps against process and planned activities and circulate to all concerns with proposed improvement plans.
- Develop and use participatory monitoring and evaluation tools at district level
- Facilitate in conducting quarterly reviews and planning meetings and help in developing the district plan
- Document the learnings of the projects by producing human interest stories/case studies of his/her concern province.

Person specification:

- Minimum Master in Social Science with relevant 3-4 years work experience in project monitoring and evaluation
- Knowledge of both theoretical and practical aspects of monitoring and evaluation
- Basic knowledge of monitoring techniques and tools especially LFA & RBM.
- Direct work experience in M&E capacity and IT related skills.
- Knowledge of developing detail monitoring plans.
- Proven report writing skills with perspective of monitoring and evaluation.
- Interpersonal & communication skills
- Team work

Social Organizer

Job Title: Social Organizer

Place of Work: Baltistan(Shigar sub, Kharmang sub, Rondu), Gilgit (Gilgit sub), Kohat (Kohat,Lachi), Malakand (Bat Khela), Larkana (Larkana, Rato Dero, Baqrani,Dokri), Sukkur (New Sukkur, Rohri, Salehpat, Pano Aqil, Sukkur), Loralai (Duki, Mekahtar, Musa Khel), Attock (Pindi Gheb, Hasan Abdal, Fateh Jang, Hazro, Jand,Attock), Rahim Yar Khan (Liaqat Pur, Khan Pur, Sadiq Abad, Rahim Yar Khan), Okara (Renala Khurd, Depal Pur, Okara)

Reporting to position: District Coordinator

Job Description:

Overall

Each selected social organizer will formulate BISP beneficiary committees at village/hamlet base BBCs, at union council level BUCCs & BTCCs at Tehsil base. S/he will ensure the

process of identification and mapping of beneficiaries, deliver awareness sessions and attend monthly meetings during the project duration.

Specific Responsibilities:

The incumbent (s/he) will be responsible for the following;

- Under the over all guidance of District Coordinator, Social Organizer shall conduct mapping and clusterring in his/her respective district as per defined SOP's.
- Organize area opening and introductory meetings in the allocated UC as per defined guidelines.
- Formation of BISP Beneficiaries Committees (BBCs) & BUCCs and attending their meetings described in the project.
- Facilitate capacity building teams in women leaders training
- Mapping the beneficiaries in the relevant area and proposed the cluster according the geographical proximity.
- Maintain all relevant record at office level
- Provide support in maintainings the BBC's record at village level
- Deliver information and awareness seminars on BISP, human rights, women rights and advocacy
- Build rapport with local communities
- Regularly visit community and participate in BBC and BUCCs meetings and will share observations and recommendations
- Record all basic information and to support MIS in project database
- Document field related activities and training and other events' reports necessary for record and future reference

Person specification:

- Minimum graduate in Arts/Science with relevant 1-2 years experince in social mobilization.
- Knowledge of both theoretical and practical aspects of social mobilization
- Basic knowledge of SM techniques and tools
- Direct work experience in SO/SM capacity
- Proven experience in change management
- Critical thinking and problem solving skills
- Planning and organizing
- Excellent interpersonal & communication skills
- Team work
- Conflict management
- Stress tolerance
- Ability to easily access women in the targeted outreach