

A Non-Government Organization is seeking applications for upcoming project **“Strengthening Female Role in Peace Building”** in District South, East, Central and Korangi All positions are on contract basis. Only shortlisted candidates will be invited for interview. Preference would be given to respective district candidates. No TA/DA will be paid. Please submit the application and CVs later on 26th Nov 2020 on jobs@af.org.pk

Position Title: Program Manager

Position: 01

Status: Full time

Education

Master in Arts, Women Studies, or Social Sciences

Experience:

Having minimum 5 - 10 years of relevant experience

Major Responsibilities of Project Manager are:

- Responsible for planning and coordinating project activities.
- Coordinate field needs assessment and analyze assessment results as appropriate.
- Ensure proper functioning of monitoring and evaluation systems.
- Ensure project staff have relevant job descriptions and understand their roles.
- Responsible for employee performance evaluations of project staff.
- Provide support to ensure adherence to donor and AF regulations/rules, including reporting.
- Conduct regular field visits to project sites/activities.
- Work with training facilitators and Consultant to ensure development of quality training manual, session's plan and training sessions.
- Monthly activity reports.
- Lead out in development of monthly work plans and any subsequent revisions.
- Responsible for the day to day administration and management of the project
- Responsible for project documentation/database and data collection.
- Provide assistance, guidelines and technical support to project staff to achieve the real objectives of the projects.
- Development a Detail Implementation Plan and M&E Plans.
- Close liaising/ coordination/ networking with government line departments, local and INGOs policy makers, community stakeholders, and all components in selected community.
- Project Closure.

Position Title: Technical and Key Experts

Position: 03

Status: Full time

Education:

Master in Economics, Gender Studies, Sociology, or relevant discipline

Experience:

He/She must have more than 10 years of experience in this field.

Major Responsibilities of Project Manager are:

- The technical experts will focus on concept of co-existence, preventing conflict by cultivating dialogue in conflicting situations, in these situations in targeted districts they come together to discuss and to solve the problems.
- Inculcating respect for human rights and gender equality will be a cross cutting theme.
- The experts will use alternative narrative to extremism and spread messages geared for further advocacy and awareness among districts.
- Season Trainers in conducting to deliver sessions on Counter Violence Extremism (CVE) as per need and availability of the consultant.
- Develop IEC material.

Position Title: District Coordinator

Position: 03

Status: Full time

Education:

Bachelor in Gender Studies, International Relations or relevant discipline

Experience:

- Must have more than 3-5 years of experience in this field.
- Responsible for the identification of the districts and need assessment of districts and targeted beneficiaries.
- Provide strong platform for the field staff to further work in the selected districts.
- Facilitate training sessions in selected districts.
- Coordinate with Technical Experts and implementing trainings.

Other Responsibilities:

- Direct report to Project Manager.
- Beneficiary selection and needs assessment.
- Help mobilizers in mobilization of target communities.
- Monitoring project components.

- Project activity reporting and documenting.
- Assisting Project Manager in planning, management, execution and monitoring of all project activities.
- Managing relationships with relevant stakeholders at local level including government departments, local organizations and communities.
- Required Experience: Bachelors/MA in relevant discipline with minimum 3 - 5 years of relevant experience.

Position Title: Social Mobilisers

Position: 05

Status: Full time

Education:

12 to 14 years studies

Experience:

Required Experience: Bachelor or Inter with minimum 4 to 5 years of proven related experience in social sector

Other Responsibilities:

- Report to District Coordinator.
- Work in close coordination with Field Coordinator.
- Closely work in the identified districts by the coordinator and will maintain regular contact with key stakeholders in identified districts such as potential beneficiaries, influential people of the districts.
- Work to develop strong footprints of the organization in selected districts.