

Job Title	Project Coordinator
Department	Program
Duty Location	Dera Ghazi Khan
Reports to	Program Manager

Overall Job Role:

The main task involves developing and monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, managing the volunteers, trainings and ensuring that project deadlines are met in a timely manner

Job Responsibilities:

1. Create a project management calendar for fulfilling each goal and objective.
2. Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
3. Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project strand.
4. Assess project risks and issues and provide solutions where applicable.
5. Coordinate project management activities, resources, equipment and information
6. Break projects into doable actions and set timeframes
7. Liaise with the British Council and Strategic Partners to identify and define requirements, scope and objectives
8. Assign tasks to internal teams and assist with schedule management
9. Monitor project progress and handle any issues that arise
10. Act as the point of contact and communicate project status to the British Council.
11. Create and maintain comprehensive project documentation, plans and reports
12. Ensure standards and requirements are met through conducting quality assurance tests for the trainings and overall project deliverables.
13. Maintaining the relationship with the local education department and the volunteers network
14. Organizing, attending and participating in the trainings and advocacy events.
15. Documenting and following up on important actions and decisions from meetings.
16. Preparing necessary presentation materials for meetings.
17. Ensuring project deadlines are met.
18. To comply with management requirement regarding IT development in office through other assigned tasks

Person Specification:

Education & Certifications	Master's Degree in Social Sciences or relevant field from any HEC recognized university.
Essential Experience	<ol style="list-style-type: none">1. At least Three years' experience in development sector preferably in Education2. Experience using computers for a variety of tasks.3. Experience of formulating work plan and developing reports e.g. field visit report and project reports.4.
Essential Knowledge	<ol style="list-style-type: none">1. Knowledge files management, transcription, and other administrative procedures.2. Experience to formulate do-able "Work Breakdown Structures" based on the Project Log Frame and linking them with various approved budget lines.3. Experience of constructively working and collaborating with the government and donors.
Essential Skills	<ol style="list-style-type: none">1. Exceptional verbal, written and presentation skills in Urdu and English2. Competency in Microsoft applications including Word, Excel, and Outlook.3. Facilitation and training skills4. Team management skills (working with others)
Essential Abilities	<ol style="list-style-type: none">1. Ability to work effectively both independently with only strategic guidance from line management and as part of a team.2. Ability to work on tight deadlines.3. Entrepreneur spirit for spotting opportunities to make difference in the lives of poor children.4. Ability to resolve issue at peer level and good working relationship with team5. Physically fit to travel to other offices and field as and when required. (Frequent travel is required for this position)