



Job Description and Person Specification

Job Title	Dosti Coordinator
Department	Program
Duty Location	Layyah/Jhang and Dera Ghazi Khan
Reports to	Program Coordinator

Overall Job Role:

DOSTI Coordinator responsibilities include communicating with the School of Leadership (DOSTI Partner) officer and manager to identify and mapping out delivery plans for DOSTI schools. DOSTI Coordinator will be responsible for managing, designing, developing, coordinating and conducting all the DOSTI related activities.

Job Responsibilities:

1. Map out annual training and delivery plan for DOSTI in consultation with the SOLF and the British Council DOSTI lead.
2. Provide Training, supervise and facilitate the DOSTI teachers during the roll out of DOSTI components in the schools.
3. Market available training to employees and provide necessary information about sessions
4. Use known education principles and stay up-to-date on new training methods and techniques
5. Design, prepare and order educational aids and materials
6. Assess instructional effectiveness and determine the impact of DOSTI on children's skills and KPIs
7. Gather regular feedback from teachers and students
8. Apply assessment tools to measure training effectiveness provided by the SOLF and the British Council.
9. Track and report on training outcomes
10. Handle logistics for training activities including venues and equipment
11. Assist program staff in implementing program activities through active participation of children and target communities.
12. Responsible for promoting Children's Rights in the communities with special reference to children's rights to protection, education, participation and non-discrimination at the community level.
13. Conducting needs assessment in the target and surrounding communities, especially the children with an aim to implement program activities.
14. Preparing monthly and quarterly work plans, compile monthly progress reports on various program activities and submit to the program coordinator.
15. Responsible to prepare and submit daily field visit report (DVR) to Program Coordinator.
16. To carry out other tasks as and when assigned by the Program Coordinator on behalf of the organization.

Person Specification:

Education & Certifications	Graduation from any HEC recognized institutions
Essential Experience	<ol style="list-style-type: none">1. Three years' experience in development sector preferably in Education.2. experience with instruction or training3. knowledge of training methodologies
Essential Knowledge	<ol style="list-style-type: none">1. Understanding of rights and needs and its connection with constitution.2. Knowledge of adult instructional and learning theory and principles
Essential Skills	<ol style="list-style-type: none">1. Networking and coordination
Essential Abilities	<ol style="list-style-type: none">1. Physically fit to travel extensively2. Entrepreneur spirit for spotting opportunities to make difference in the lives of poor children, women and men.3. Ability to resolve issues at community and peer level