

<b>Job Title</b>	Project Coordinator
<b>Department</b>	Program
<b>Duty Location</b>	Pind Daden Khan Office
<b>Reports To</b>	Deputy Executive Director

**JOB PURPOSE:**

The job purpose of this role is to ensure program intervention in the LRP 37 program area through social mobilization in the community and motivation of community for sustainable and participatory development.

**SPECIFIC RESPONSIBILITIES:**

- Responsible for mobilizing the communities to play an effective role in promoting and protecting the rights of the child.
- Assist Project Staff in the overall planning, supervision, implementation, follow-up, monitoring and evaluation of the project activities.
- Assist Project Staff in implementing project activities through active participation of children and target communities.
- Responsible to develop detailed village profiles of each village that organization has selected for its intervention with specific reference to the population figures, services, and other human resource services.
- Responsible for identification and training of Community Volunteers in the target communities as well as to supervise their work in the community.
- Responsible for identification and verification of most vulnerable families and children and ensuring their participation in development activities.
- 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.
- Facilitating in organizing trainings for community members and community volunteers.
- Conducting needs assessment in the target and surrounding communities, especially the children, with an aim to implement programmed activities.
- Compile monthly progress reports on various project activities and submit the same to the line manager for preparing the consolidated progress reports for Project Management Team and donor.
- To carry out other tasks as and when assigned by the Project Staff / line manager on behalf of the organization.
- Collecting primary level data for situation analysis of community
- Compilation of surveys being conducted on various issues in the program/project area.
- Organization and execution of various training workshops for the members of local community organizations.

- Preparing monthly and quarterly work plans
- Responsible to take meeting minutes of the community meetings
- Responsible to prepare and submit daily field visit report (DVR) to Program Manager.
- Check the community organizations record and ensure it is updated and also guide them in record keeping
- Responsible to maintain and update community organizations files in office.

**Person Specification:**

<b>Education &amp; Certifications</b>	Master's Degree in Social Sciences or relevant field from any HEC recognized university.
<b>Essential Experience</b>	<ol style="list-style-type: none"> <li>1. At least Three to Five years' experience in development sector preferably in Education</li> <li>2. Experience using computers for a variety of tasks.</li> <li>3. Experience of formulating work plan and developing reports e.g. field visit report and project reports.</li> </ol>
<b>Essential Knowledge</b>	<ol style="list-style-type: none"> <li>1. Knowledge files management, transcription, and other administrative procedures.</li> <li>2. Experience to formulate do-able "Work Breakdown Structures" based on the Project Log Frame and linking them with various approved budget lines.</li> <li>3. Experience of constructively working and collaborating with the government and donors.</li> </ol>
<b>Essential Skills</b>	<ol style="list-style-type: none"> <li>1. Exceptional verbal, written and presentation skills in Urdu and English</li> <li>2. Competency in Microsoft applications including Word, Excel, and Outlook.</li> <li>3. Facilitation and training skills</li> <li>4. Team management skills (working with others)</li> </ol>
<b>Essential Abilities</b>	<ol style="list-style-type: none"> <li>1. Ability to work effectively both independently with only strategic guidance from line management and as part of a team.</li> <li>2. Ability to work on tight deadlines.</li> <li>3. Entrepreneur spirit for spotting opportunities to make difference in the lives of poor communities.</li> <li>4. Ability to resolve issue at peer level and good working relationship with team</li> <li>5. Physically fit to travel to other offices and field as and when required. (Frequent travel is required for this position)</li> </ol>