## **Terms of Reference (ToR) for Project Manager-Child Protection**

Position: Project Manager-Child Protection

Reporting to: Director Programs

Location: DG Khan (frequent travel to Rajanpur, Bahawalpur, Muzaffargarh, Multan, Kasur, Rawalpindi)

Overview:

A national organization requires the services of a Project Manager for its Child Protection project in Pakistan, The Project Manager will be responsible in managing the project including planning, implementation, monitoring and reporting of the project. The key responsibilities are given as under;

Responsibilities:

Project Management

* Develop detailed implementation plans, including activities budgets, M&E tools and indicator tracking of the project;
* Ensure the implementation of the project in aligned with the project objectives
* Take lead in conducting the project base / end line surveys to measure the impact of the project
* Develop the monthly CP officers and CPMs in an effective and efficient implementation of the project
* Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project objectives
* Conduct periodic field visits and extend follow up support to the field teams in conducting the field activities and also to extend support to the teams if they come across issues/challenges
* He / she will be responsible to coordinate with district government authorities including Social Welfare, CP&WB, for implementation of the project activities.
* Produce high quality reports to management and donors within agreed reporting schedules.
* Lead in conducting meetings / workshops/consultations/seminar to meet the project objectives.
* Develop, Design and disseminate IEC Material and training module in consultation with training coordinator.
* The Project Manager is also responsible to compile date from the field teams and share the monthly/quarterly progress and financial reports with the management.
* Prepare and submit project success stories, event reports and final report.
* Liaison with government departments, NGOs at project level, share progress and acquire support for activities related to project.

KNOWLEDGE, SKILLS AND ABILITIES:

* Hold Master Degree in Social Sciences or equivalent with minimum five years’ experience of managing CP projects.
* Well organized and ability to work independently with minimal supervision, to assess priorities and competently manage a variety of activities with a high level of accuracy.
* Excellent technical writing skills and ability to write technical reports.
* Strong interpersonal skills, project reporting & Documentation, Community Liaison, analysis and judgment capacity and Ability to frequently travel in field.
* Computer Skills: Strong Functional grip on MS-Word, Excel & PowerPoint.
* Personal Abilities: Flexibility, ability to adjust to new environment, ability to work under pressure and to respond quickly, natural flare for learning and improvement.
* Creativity / Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
* Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
* Lead: Positively influence others to achieve results that are in the best interest of the organization.
* Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

The interested candidates may email their CVs, on [procurementsho.sp@gmail.com](mailto:procurementsho.sp@gmail.com) by mentioning “Project Manager” in the subject line. The due date of receiving the CVs is February 15, 2024. The CVs received after the due date will not be considered.