# JOB DESCRIPTION DISTRICT COORDINATOR

**Position:** District Coordinator (2)

**Reporting to:** Project Manager

**Location:** DG Khan (1), Rajanpur (1)

**Package:** 80k-100k PKR

## SCOPE & PURPOSE OF THE POSITION:

The Project District Coordinator will be responsible for assisting the Project Manager in managing the project, including planning, implementation, monitoring, and reporting of the project in the target district. The key responsibilities are given as under:

## Responsibilities:

**Project Management**

* Assist in developing detailed implementation plans, including activities budgets, M&E tools, and indicator tracking of the project in the district.
* Support the implementation of the project in alignment with the project objectives.
* Assist in conducting the project baseline/end line surveys to measure the impact of the project.
* Help develop monthly and weekly plans of the project implementation and monitor the progress against the developed work plans.
* Support the team of education officers/training coordinator and teachers in the 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.
* Coordinate with district government authorities, including Education, Health, Community Development department in sharing the services in field areas, with NGOs, community/political/religious leaders in promoting the cause of the project.
* Develop linkages with local philanthropists/CBOs/NGOs in mobilizing resources.
* Assist in producing high-quality reports to management and donors within agreed reporting schedules.
* Support in conducting meetings/workshops/consultations/seminars to meet the project objectives.
* Help develop, design, and disseminate IEC Material and training modules in consultation with the training coordinator.
* Establish a communication schedule to update stakeholders, including appropriate staff in the organization, on the progress of the project.
* Ensure that the project milestones are met on time, within budget, and at the required level of quality.
* Evaluate the outcomes of the project as established during the planning phase.
* Perform any other associated duties as required by the management at district and head office level.

**Staff Capacity Building:**

* Provide handholding support to Project district staff for effective implementation of project activities.
* Identify resource persons for delivering the training for project beneficiaries.
* Ensure training reports are submitted to the line manager with all respects.
* Ensure that personnel files are properly maintained and kept confidential.
* Ensure that all project personnel receive an appropriate orientation to the organization and the project.

**Representation & Advocacy & Organizational Learning:**

* Advocate with Government and duty bearers to create a friendly environment for girls’ education.
* Document lessons learned, case studies, and success stories from the project for wider dissemination.
* Develop reports of case studies and success stories and submit them to the head office for the monthly newsletter or record updating, donor demand.
* Represent the organization on various forums at local, agency, and provincial levels.

**Financial and Administrative Management:**

* Assist the Project Manager in managing the budget according to established accounting policies and procedures.
* Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly).
* Ensure that all financial records for the project are up to date.
* Prepare monthly budgets and get them approved by the management to ensure the budget is effectively utilized.
* Prepare financial reports and supporting documentation for donors as outlined in PCA and share them with the Project Manager.
* Supervise, with the assistance of the Admin & Finance Officer, and manage the office logistics, procurement, HR, security, and administrative-related matters following the organization policies and procedures.

**Reporting & Documentation:**

* Compile data 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 reports.

**Coordination & Networking:**

* Liaison with government departments and NGOs at the project level, share progress, and acquire support for activities related to the project.
* Coordinate with potential donors in the area and seek fundraising opportunities for Sanjh Preet.
* Regularly meet with civil society networks and other network forums for information exchange, sharing experiences, and rapport building.
* Provide required guidance/support to community forums in case any are involved in project delivery for strengthening their grassroots level institutions.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Hold a Master’s Degree in Social Sciences or equivalent with a minimum of five years’ experience in managing development projects.
* Well-organized and ability to work independently with minimal supervision, 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 the field.
* Computer Skills: Strong functional grip on MS-Word, Excel & PowerPoint.
* Personal Abilities: Flexibility, ability to adjust to a new environment, ability to work under pressure and to respond quickly, natural flair 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 problems, 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 to procurementsho.sp@gmail.com by mentioning “District Coordinator” in the subject line. The due date of receiving the CVs is July 30, 2024. The CVs received after the due date will not be considered.