# JOB DESCRIPTION PROJECT MANAGER

**Position:** Project Manager Education (emergency)

**Location:** DG Khan and Rajanpur Districts

**Reporting:** Director Programmes

**Package:** 130k-150k PKR

## SCOPE & PURPOSE OF THE POSITION:

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 and weekly plans of the project implementation and monitor the progress against the developed work plans
* Lead the team of education officers/training coordinator and teachers in 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 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, take lead in developing
* Develop linkages with local philanthropist / CBOs / NGO in mobilizing the resources
* 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 **a**nd disseminate IEC Material and training module in consultation with 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 milestone is 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 & head office level.

**Staff Capacity Building:**

* Provide handholding support to Project staff for effective implementation of project activities;
* Develop ToRs/contracts of the training consultant and assist in development of the training manuals
* Identify resources person for delivering the training for project beneficiaries.
* Ensure training reports and submission to line manager with all respect.
* 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 bearersin order to create friendly environment for girls’ education.
* Take steps to document lessons learned, case study, success stories from project, for wider dissemination;
* Develop report of case study and success stories and submission to head office for monthly newsletter or record updating, donor demand.
* Represent the organization on various forums at local, agency and provincial levels

**Financial and Administrative Management:**

* As the manager of the project manage 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 budget and get it approved from the management and to ensure the budget is effectively utilized;
* Prepare financial reports and supporting documentation for donors as outlined in PCA and share with the Director Program.
* Supervise with 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:**

* 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.

**Coordination & Networking:**

* Liaison with government departments, NGOs at project level, share progress and acquire support for activities related to project.
* Coordinate with potential donors in the area and seek fund raising 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 involved in project delivery for strengthening of their grass root level institutions.

 **KNOWLEDGE, SKILLS AND ABILITIES:**

* Hold Master Degree in Social Sciences or equivalent with minimum Seven years’ experience of managing development 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 newopportunities.
* 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.

**Where to Apply:**

The interested candidates may email their CVs, on procurementsho.sp@gmail.com by mentioning “Project Manager” 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.