District/Project Manager

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| * **Job Location**: Khanewal, Multan
 | * **Positions**: 2
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| * **Experience**: Minimum 5 years
 | * **Last Date to Apply**: 21 January 2025
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**Background**

A consortium of two national NGOs has partnered with Government of the Punjab to implement a two- and half-year health project in Multan and Khanewal districts. The projects aim at improving the accessibility of the BISP beneficiaries married women (15-49 years) with family planning services. The goal is to reach eligible married women of reproductive age (MWRA) in BISP households and educate them about the benefits of healthy timing and spacing of pregnancies.

**Responsibilities:**

* Assist the Project Director (PD) in the planning, implementation, monitoring, and evaluation of project activities.
* Manage day-to-day project activities and ensure alignment with objectives.
* Collect and analyze project data to inform decisions.
* Prepare and submit progress reports (weekly, monthly, quarterly, annual) aligned with project indicators and targets.
* Coordinate with donors, government officials, and other project stakeholders.
* Facilitate exchange visits to share best practices and challenges.
* Conduct regular field monitoring visits to assess project effectiveness.
* Develop standard audit checklists for use during site visits and assessments.
* Provide orientations and training on project activities to internal and external staff.
* Supervise and guide the project team in achieving targets.
* Collaborate with Finance/Admin and Logistics teams to ensure timely availability of project resources.
* Ensure an uninterrupted supply chain for Family Planning (FP) services/products.
* Oversee the identification and mapping of public/private service providers.
* Review the registration, voucher issuance, and redemption processes for BISP beneficiaries.
* Support assessments, baselines, and evaluations.
* Provide regular updates on challenges, achievements, and lessons learned.
* Perform any other tasks assigned by the PD.

**Qualification:** Minimum 16 years of education (MSc. /MS/MPhil) in Project Management, Social Sciences, or equivalent from an HEC-recognized institution.

**Experience:** Minimum 05 years’ work experience of project management in social and health sector.

**Skills and Competencies**

* 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.

**Note:** Organization has a zero-tolerance policy with regard to Sexual Exploitation and Abuse by Organization’s personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin in Organization. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone and all selected candidates will be required to comply with the Organization PSEA Policy at all times. Selected candidates will therefore undergo rigorous reference and background checks against their past behavior related to sexual exploitation and abuse, and may be required to provide additional information further on in the selection process.