

Role Profile

Job Title	PROGRAMME MANAGER Aawaz II
Location	DSP's Head Office
ABOUT THE PROJECT	
<p>The Aawaz II programme, managed by British Council, works with local communities in Khyber Pakhtunkhwa (KP) and Punjab provinces to promote the rights of women, children, youth, and other marginalised groups.</p>	
<p>Aawaz II community engagement component has two pathways for change focusing on thematic areas of child marriage, gender-based violence and social cohesion by i) changing awareness, attitudes and behaviours towards discrimination, intolerance, exploitation and other harmful practices ii) referrals and citizen engagement on the thematic areas and issues of exclusion and exploitation.</p>	
<p>We are seeking to hire a Programme Manager at CERD Pakistan who will be responsible for delivering the Aawaz II programme in collaboration with the Provincial Partner and Aawaz II PMU.</p>	
ABOUT THE ROLE	
<p>The Programme Manager will be responsible for <u>ensuring behaviour change</u> on Aawaz II thematic areas and inclusion of priority groups for the assigned districts. S/he will oversee the implementation of Aawaz II programme including, project planning, scheduling, supervising programme team and monitoring the progress and effectiveness of programme activities in the target districts in line with approved budgets. The candidate must have project management experience on gender mainstreaming and social inclusion.</p>	
ROLES AND RESPONSIBILITIES	
Programme Implementation and Quality	
<ul style="list-style-type: none">▪ Supervise the overall districts' teams and manage their performance to achieve set targets and outputs.▪ Lead planning and implementation of project activities within the SoW of DSP.▪ Plan, implement and supervise behaviour change interventions focusing thematic areas of programme, i.e., gender-based violence, child marriage and social inclusion▪ Ensure timely delivery, quality and effectiveness of programme activities▪ Account for programme resources, equipment and information.▪ Orient the staff in the target districts on programme delivery, policies, regulations, and other processes of compliance.▪ Organise, facilitate, and participate in trainings and advocacy events at PMU, provincial, and district level.▪ Build and strengthen partnerships with stakeholders including government departments, civil society and others in the target districts.▪ Visit programme structures on rotational basis to ensure effective implementation programme activities and providence guidance to field teams as needed.	
Reporting and Documentation	
<ul style="list-style-type: none">▪ Documenting and following up on important actions and decisions from meetings.▪ Prepare, review and submit monthly, quarterly, annual progress reports and other reports as agreed with PMU▪ All reports to the British Council will be submitted by the Programme Manager who <u>must</u> ensure the quality of field reports submitted.▪ Include overall analysis of intended impact of the programme and VFM achieved▪ Coordinate with the field teams to produce high quality success stories and case	

studies

- Gather the learning and document them for course correction in coordination with the field teams.

Communication and Advocacy

- Develop community engagement plan in coordination with other members of the district delivery team and the District Forum
- Follow-up on to the process and advocacy agenda of the district forums.
- Support the Project Coordinators in planning and implementation of advocacy activities for behaviour change of local communities focusing thematic areas of Aawaz II
- Support the Project Coordinators in ensuring effective implementation of communications activities of Aawaz II with relevant stakeholders

Coordination and Stakeholder Management

- Act as the point of contact and communication between the downstream partner and Aawaz II PMU
- Liaise with the programme provincial partner and resource partner for carrying out different activities at the field level.
- Maintain internal and external relationships with formal and informal stakeholders, government departments at the local and district level and establish early rapport and to provide overall orientation of the project.

Safeguarding, Anti-fraud, and Risk Management

- Put in place the office and team management processes and ensure compliance with Aawaz II operational and safeguarding guidelines and procedures.
- Ensure that District Team and volunteers are aware of the safeguarding and anti-fraud policy and reporting mechanisms.
- Assess and identify project and grants risks and provide mitigation strategies where applicable. Escalate risk to the Aawaz II Head of Programme Delivery.
- Comply with the safeguarding and anti-fraud standards in planning, implementation and monitoring of activities and escalate safeguarding related concerns /issues to the Safeguarding Focal Person, Aawaz II PMU.

Finance, Grants and Compliance

- Work closely with the Finance Manager of DSP to ensure all funds are disbursed timely and used as per the agreed workplan
- Review spending and evaluate milestone performance as per guidelines set out by the British Council.
- Lead programme operations including management and administration and ensure compliance to organisational policies.

The programme manager will work full-time on the Aawaz II programme. This role requires a **master's degree in social sciences** with at least ten years of experience in the development sector preferably in community development. The programme manager must have the necessary seniority to be able to take on the responsibilities associated with the role. The balance of skills required of a programme manager often changes as the programme develops. The programme manager should have effective leadership, interpersonal and communication (written & verbal) skills, good knowledge of programme management methods; knowledge of budgeting and resource allocation; credibility to advise programme

teams in relation to delivery and challenges.

Women, transgender persons, religious minorities, and persons with disabilities are encouraged to apply.

REPORTING AND LINE MANAGEMENT

The Programme Manager will report to the organisation's Head and will be line managing the M&E Manager and Project Coordinators in the target Districts.

APPLICATION INSTRUCTIONS

Send your resume to the mentioned email address, with the subject: Programme Manager and Your Name.