

Role Profile

Job Title	Project Coordinator
Location	District Buner and Lower Dir, KP
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 Project Coordinator at CERD Pakistan who will be responsible for delivering the Aawaz II programme in the district under the overall supervision and support from the Programme Manager.</p>	
ABOUT THE ROLE	
<p>Project Coordinator will coordinate and manage the implementation and execution of project plans for community engagement, advocacy, stakeholder linkages, planning and oversight of capacity building activities while ensuring timely delivery of project interventions. The role will be responsible for the implementation of behaviour change activities on Aawaz II thematic areas and inclusion of priority groups for the assigned district. The PC will ensure that the project deadlines are met in a timely manner in her/his respective district and in accordance with the CERD Pakistan's Scope of Work for Aawaz II Programme.</p>	
ROLE AND RESPONSIBILITIES	
Programme Implementation & Quality	
<ul style="list-style-type: none">▪ Manage district office and team operational processes and ensure compliance with Aawaz II operational guidelines and procedures for field-level activities and budget management.▪ Conduct social mapping exercise for the identification of village forums and Aagahi Centres for Aawaz II, establish and manage community structures and other key activities in the district.▪ Develop community engagement plans for behaviour change and advocacy activities, coordinate with AACs and other community structures.▪ Plan, implement and oversee capacity building activities for local communities.▪ Support in establishing and functioning of the district/ village forum/s and Aawaz Aagahi Centers. Ensure quality and adherence of project activities to programme framework and maintain documentation and record of project activities.▪ Assist the Programme Manager in planning and implementation of Project activities at the district level in relation to the establishment and management of Aawaz Aagahi Centres (AACs), Community Facilitators, AAC Resource Persons, Village Forums, Aawaz Change Agents (ACAs).▪ Ensure delivery of key activities to achieve targets and outputs as per the scope of work.	

- Monitor and assess the outcomes of programme activities/interventions in the district and plan actions as needed.
- Support and supervise Community Facilitators in managing the social mobilisation and capacity building activities and steer the process of selection, training, mentoring of youth volunteers and implementation of social action projects.

Finance, Grants and Compliance

- Coordinate project management activities, resources, equipment and information. Ensuring projects activities adhere to frameworks and all documentation is maintained appropriately for each project strand.
- Manage the work of Admin and Finance Officer and ensure spending and reporting with PMU SOPs.

Reporting and Documentation

- Develop project reports as planned and coordinate with Data Officer for preparation and submission of reports to Programme Manager.
- Identify and document success stories and case studies.
- Documentation and maintaining records of created reports.
- Document and follow up on important actions and decisions from meetings.
- Record and maintain EWS-ERM data.
- Follow-up of escalated early warnings escalated to DFs.
- Report of EWS-ERM to PMU.

Communication and Advocacy

- Act as focal point in the programme district and maintain coordination and communication with provincial partners.
- Coordinate with DF, VFs and other community structures for strengthening Aawaz II community structures, provide support for developing and implementing district level advocacy agenda.
- Manage communications activities of Aawaz II and support outreach engagement with local communities for activities focusing behaviour change.
- Lead and manage all media relations and programme campaigns in district.

Coordination and Stakeholder Management

- Establish the district forums with an overall support and guidance from the Programme Manager and in consultation with Provincial Partner.
- Maintain internal and external relationships with formal and informal stakeholders, government departments at the local and district level and establish early rapport; and provide overall orientation of the project.

Safeguarding, Anti-fraud, and Risk Management

- Be the safeguarding focal point for the programme at the district level. 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 grant risks and escalate risk to the Programme Manager.
- 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.

- Ensure that District Team particularly Community Facilitators, AAC Resource Persons, and volunteers are aware of the Safeguarding policy and reporting mechanisms.
- Monitor the safeguarding concerns at the field and escalate them to focal person at the Aawaz II PMU.

This role requires a master's degree in social sciences or related field of study and five years of relevant experience in advocacy and community development. Good communications and writing skills, MS Office are required. Ability to work effectively both independently and as part of a team and fluency in local language is a strong asset.

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

REPORTING AND LINE MANAGEMENT

The Project Coordinator will report to the Programme Manager Aawaz II at CERD Pakistan's (Aawaz II) and will be line managing the District Team.

APPLICATION INSTRUCTIONS

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