

## Job Description

**Title:** Programme Co-ordinator (KP) – Aawaz-II  
**Country, region:** Pakistan, Khyber Pakhtunkhwa

### About the organization:

Established in 1999 (formally registered in 2000 under the Societies Act) Omar Asghar Khan Foundation is a public advocacy organization helping to build a state that is responsive to its citizens. The Foundation works across Pakistan, with its strongest field-base in Khyber Pakhtunkhwa. The Foundation fundamentally understands how to engage citizens and civil society in demanding and promoting a functioning democracy, in which government is accountable, citizens are active participants, and civic space is effectively used to promote inclusion.

### About the project:

Aawaz-II is a Foreign, Commonwealth and Development Office (FCDO) funded programme in Pakistan, managed by the British Council, which will work with local communities in KP and Punjab provinces to promote the rights of children, women, youth, and other marginalised groups, to strengthen their control over their own development.

Aawaz-II Programme has four pillars and the British Council is leading on the delivery of the community pillars relating to community dialogue, awareness and social cohesion. As part of the delivery of these pillars, Aawaz-II will provide information referrals, facilitate citizen-state engagement for uptake of services and enhance capacities of local communities. In Phase I (Jan 2020- Dec 2021) Aawaz-II will work with civil society organisations to implement the community-based interventions in 22 selected districts of Khyber Pakhtunkhwa and Punjab, setting up Aagahi Centres and forums at the village and higher levels. The thematic focus of the programme is on child labour, early and forced marriage, gender-based violence (GBV) and social cohesion.

### Purpose of the position/Role:

Coordinate implementation of programme workplan, liaise with all key project partners at the government, district/community and PMU levels, and lead on delivery of defined project outcomes/results.

### Key Responsibilities:

The Programme Co-ordinator will be responsible for:

- Providing support to the Provincial Lead of Aawaz-II in implementing project activities and regular coordination with project partners.
- Liaising with internal and external stakeholders including strategic and implementing partners. Also engage the public bodies and bridge up coordination of DSPs with line departments.
- Undertaking specified technical/support tasks (e.g. designing events, maintaining contacts and networking). Facilitate DSPs in building linkages for Referrals at district level and maintain track records of referrals.

- Overseeing arrangements for training, meetings and other project events and facilitate DSPs in quality of delivery through regular monitoring and feedbacks.
- Contributing to the preparation of reports. Review monthly reports submitted by DSPs and provide feedback for the improvement in delivery.
- Collating information for preparation of documents such as presentations, meeting minutes, consent forms, etc. for meetings, fieldwork and events.
- Promoting knowledge-sharing by disseminating important data, publications and news on project themes with provincial and district teams.
- Facilitate DSPs in acquiring NOCs from home department and coordination with law enforcement agencies.
- Analysing programme risks and document them in a regularly updated risk register.
- Provide support to PMU in reviewing safeguarding related risks in districts.
- AOB.

### **Qualifications & Skills:**

Masters' Degree in Anthropology, Sociology, Social Work or any other relevant social sciences discipline and/or 10-15 years' relevant and demonstrated experience.

- Good knowledge and experience regarding gender mainstreaming.
- 5-7 years of experience of programme management.
- Competency in Microsoft applications including Word, Excel & Power point.
- Thematic knowledge on any of the programme areas that are priority of the Aawaz-II programme i.e. child labour, early and force marriages, GBV and social cohesion and tolerance.
- Excellent analytical skills.
- Ability to work in a team and good interpersonal skills.
- Experience in designing, implementing, and operating community focussed awareness raising and behaviour change programmes.
- Experience in managing the community mobilisation related work, establishment of forums and organisations at the community and district levels.
- Demonstrated ability to network with and develop a broad array of partnerships with relevant stakeholders.
- Familiarity with government compliance mechanisms for project implementation.
- Experience of managing civil society forums and networks. Good understanding of programmes thematic areas.
- Competency in Microsoft applications including Word, Excel & Power point as well as remote communication tools such as Zoom and Microsoft Teams.