

## Job Description

Position: Assistant Program Development Officer  
Report to: Manager Program Development  
Location: Islamabad  
Reported by: None  
Salary Range: (420,000 – 480,000) plus Benefits

### Job Profile

The Assistant Program Development Officer provides assistance in organizational efforts to respond to program development opportunities with an emphasis on strategically increasing organizations' portfolio in priority areas. This position provides assistance to the line management in overseeing, managing teams comprised of consultants and external partners to develop proposals in response to donor solicitations and organizationally determined priority areas. The position provides support in developing and maintaining specialized knowledge of specific regions and technical areas of interest to the organization. In developing proposals, s/he participates in project design and contributes in writing of proposals.

### Major Responsibilities

- Provide support in developing and expanding Sungi's program including identifying and tracking potential bidding and grant opportunities.
- Take part in preparation of tenders including expression of interests, technical and financial Proposals.
- Provide support in developing new projects and grant opportunities.
- Contribute in maintaining excellent working relations with national and international partners
- Support in designing and conducting need assessments
- Provide assistance in orienting the project teams on new projects
- Prepare detailed implementation plans of the new projects in consultation with project teams
- Represent the organization at local and national forums when required

### Education and Skills

- Master Degree preferably in development studies, social sciences and other relevant subjects
- 3 or more years of relevant professional experience in similar position
- Strong Communication and Analytical writing skills
- Have good understanding of Project Cycle management, theory of change, etc.
- Excellent writing skills
- Fluency in English, with proficiency in local languages;
- Computer skills in Word, Excel, Power Point, Adobe, SharePoint.

### Professional Development

The Program Development Officer will be responsible to enhance his/her professional and personal growth as well as his/her team. We strongly believe in staff's professional development and capacity building. The program development officer may also get an opportunity to participate in various local and international trainings / conferences.

### Work Ethics

Accountability: Able to set clear goals for himself and his/her team and monitor performance against the objectives

Empowerment: Capable of having open, honest and respectful dialogue with community members and Government representatives and other stakeholders

Equality: Work with highest ethical standards and treat all people with respect

Inclusiveness: Embrace diversity and able to enrich output with diverse perspectives

Sustainability: Committed to achieving sustainable results in all aspects of work