

Job Description

Position:	Manager Program Development
Report to:	Director Program
Duration:	One Year (Extendable)
Location:	Islamabad
Reported by:	Assistant Program Development Officer
Salary:	Starting from 1200,000 – 1320,000 Annual + Benefits

Profile Summary:

The Program Development Manager leads efforts to respond to program development needs with an emphasis on strategically increasing organizational portfolio in priority areas. This position independently oversees and manages team comprised of consultants and external partners to develop proposals in response to donor solicitations and organizationally determined priority areas. In developing proposals, s/he leads project design (depending on the size and complexity of the opportunity) and writes concept notes, proposals, determines budget allocations, recruits consultants and personnel, and upon award liaises with program staff to ensure efficient project implementation. The position provides guidance and support for field-based proposal development initiatives, including conducting capture trips, interviewing and determining staffing for key personnel positions, screening local partners, and apportioning partner budgets. The position is held accountable for the high quality submission of all donor-related requirements by internally or externally imposed deadlines. S/he contributes to the larger strategic development of the Program Development Department and serves in a least one leadership role for the department. S/he represents the organization externally with international and local partners as well as government and private donors

Tasks and deliverables:

Programme Development

- Track and Identify funding opportunities
- Bring innovation with focus on public private partnership
- Design and develop comprehensive quality proposals for programs/projects
- Ensure effective documentation and representation of organizational work for showcasing
- Maintain good coordination with existing donors and develop linkages for new opportunities
- Engage relevant networks (national and international) to enable organizational learning to influence key stakeholders

Programme Implementation

- To ensure effective review and planning on annual, quarterly, monthly and weekly basis for the smooth implementation of programme at all levels.
- With the assistance of other departments, prepare periodic work plans.
- Responsible for regular and timely orientation of programme to the staff and community activists on its key documents, related advocacy campaigns and other important matter to meet the defined deadline.
- Responsible to monitor the programme and its financial aspect with the assistance of M&E and Finance section (Monthly Financial Monitor), field reports of thematic leads.
- Regular visits to the programme's working district to observe/monitor the program's pace and progress and guide the team accordingly.
- Design and facilitate participatory learning, monitoring and evaluation mechanisms to ensure informed learning on effectiveness of programme approaches and to utilize them for programme improvement.

Essential Knowledge and Skills

- Familiarity with current national and international policy discourse / evidence around the role of international development actors in relation to governance and social harmony
- Wide range of programme development and implementation experience, with good knowledge and experience of strategic planning including programme approaches
- Strong research skills and proven ability to link programme learning to improvements in programme practice
- Excellent analytical and critical thinking ability, specifically in relation to rapidly changing contexts
- Proven ability to lead and work effectively with others to achieve results
- Strong mentoring, capacity building, coaching and facilitation skills
- Excellent communication, interpersonal and influencing skills along with well-developed ability to motivate and persuade at various levels
- Strong demonstrable commitment to gender equity, women's rights and proven experience of integrating gender equality into programmes and policy.
- Team player, self-motivated and ability to show leadership in different situations.
- Experience of working with communities and civil society organizations, especially in supporting and linking on-the-ground issues to national-level change.
- Proven ability to communicate easily (verbal and written form).

Professional Development

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

Education and Specifications

- Minimum master degree in social sciences or any other relevant field
- At least seven years' work experience in development sector including minimum three years of experience in similar position
- Advanced writing, editing, and negotiation skills

Preferred Skills & Knowledge

- Familiarity with data management software (MS Access, MS Excel, SPSS, etc.) desirable and accountability systems
- Knowledge of the geographical location, Technical Report Writing (Advanced), Research Reports (Advanced), Proposal Writing (Advanced), Strategic Planning (Advanced)
- Proven experience in establishing monitoring and reporting systems and quantitative/qualitative data collection techniques
- Strong communication and negotiation skills with ability to express ideas and concepts clearly and persuasively with senior internal and external stakeholders

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