

Job Description

Position: Regional Program Coordinator
Report to: Manager Program
Duration: One Year (Extendable)
Location: Abbottabad
Reported by: None
Remuneration: (660,000 - 720,000) Annual

Job Profile:

Regional Program Officer will play a lead role for the organization at regional level to develop liaison with the stakeholders including government agencies. The position is expected to play a role in building strategic relationships with key stakeholders, local partners and communities. The incumbent will ensure effective implementation of the organizations' program leading to overall objectives and vision.

Major Responsibilities:

- Implement and monitor program activities in partnership with the local partners and stakeholders
- Bring innovation and introduce new ways of working within the targeted districts
- Enhance organizational portfolio and program interventions at the district, provincial and national level
- Plan, Budget and report program activities in line with the organizational vision, mission and objectives
- Regional Program Coordinator will be responsible of conducting meetings and discussion with key stakeholders at district level for better coordination and to identify potential area for interventions
- Represent organization and showcasing at district, provincial and national level forums
- Develop the liaison with key department at district level including District Election Commissioner, District Education Officers, District Social Welfare officer, Deputy Commissioners and Forest Department, etc.
- Empower local partners through training and orientation on development issues
- Support and contribute in the development of concept notes, programs and projects in the light organizational strategic plan and stakeholder's requirements
- Ensure that the project teams are fully briefed on all aspects of quality and accountability, security, social and cultural norms and local conditions and behavior.
- Ensure that Organization policies and SOPs are properly implemented at office and community level.

Education and Skills

- Master degree in social sciences or other relevant field
- At least five years of proven experience in program implementation with a national/ international organization on similar role
- Familiarity with data management software (MS Access, MS Excel, SPSS, etc.) desirable and accountability systems
- Knowledge of the geographical location, report writing, research reports, proposal writing and strategic planning
- 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