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Civil Protection
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Job Description – Project Coordinator (Islamabad)

This position is open to female candidates only. This vacancy is required to be filled on urgent basis and CVs will be reviewed and candidate will be selected on rolling basis.

Minimum Educational Qualification:	Bachelor/ Masters in a relevant /complementing field
Minimum Experience:	Minimum 5 Years
Location:	Islamabad
Gender:	Only females should apply
Salary:	Between PKR 50,000 to 70,000/month

Responsibilities/expectations of Project Coordinator (female) are:

- Ensure that projects are implemented and managed efficiently and effectively and required technical support is extended to the district teams.
- Assist with developing/updating specific monitoring tools; questionnaires for baseline, beneficiaries' evaluation, KAP surveys, needs assessment, Project SOPs (Standard operational Procedures) and other likewise materials.
- Follow up on Detailed Implementation Plan (DIP) with district teams.
- Prepare monthly, interim and final technical progress reports in close coordination with field teams.
- Liaison and coordination with I/NGOs, government authorities, line depts and other stakeholders at Islamabad level.
- Responsible for and liaison/coordinate for above standard donor visibility with engaged consultant; work closely with the editors/producers and ensure quality photo documentation of project activities for the finished products (including but not limited to photo-essays, short videos, social media posts etc.).
- Collection and documentation of case studies, success stories, challenges and mitigation measures
- Review of training and any material.
- Undertake random and specific field support visits; extend support in project implementation to the district teams as per action plan and highlight the gaps and suggest steering measures.



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- Facilitate and organize donor, HOPE'87 and stakeholders at field (travel NOC, permissions, coordination with Admin. Dept for logistics etc.).
- Coordination with multiple forums at Islamabad level like PHF, Clusters, UN forums to list a few.
- Randomly check/verify beneficiary identification, selection and finalisation process and extend possible support to the district teams. Identify gaps and suggest changes if required
- Help and assist in district team's capacity building, especially on mentoring and coaching mechanism, gender and inclusion.
- Ensuring proper documentation, data accuracy, verification and authenticity.
- Make periodic visits to other implementing agencies, government authorities and local government offices for sharing best practices and to avoid duplications.
- In close coordination Ensure submission of progress of project to NDMA/PDMA regulations (or any other regulatory authority); 3 Ws and 4 Ws update as per cluster requirements.
- Adherence and compliance of donor visibility guidelines and requirements
- Any other task assigned by the supervisors.

Please send your CV at hope87.jobs@gmail.com by 31st March, 2019, no later than 5.00 pm PST.