



Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH



*management education with public spirit
and market dynamism*

**HUMAN RESOURCE DEVELOPMENT CENTER-
INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR**

TERMS OF REFERENCE (TORS)

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1. Position: Project Manager

One Position for Project Manager
Position: Project Manager
Reporting to: Project Director (HRDC) IM Sciences

A. Duties and Responsibilities

The Project Manager is responsible for:

- a. Supervise the consultations with the local government department, health department and education department about the participatory planning and digital participation.
- b. Supervision and project management of the digital two-way communication mechanism between VCs/NCs, CBOs, and vulnerable populations communication between the government actors and community.
- c. Serve as the focal point for coordination with District Coordinators (DTCs) to facilitate the VC/NC chairman, women, and youth members and establish the mechanism for citizen engagement in the planning process at the gross root level.
- d. Guidance Organize district-level staff for planning coordination and participate in provincial and district-level meetings to collate analyze and present data on settled region-level performance indicators and advise on activities critical for improving performance on these indicators.
- e. Guide and lead team in PMU & DTCs in closely working with PTCs and PCMCs to establish the digital linkages between the PTCs and PCMCs and the service provider for improved services in education and health. Also analyzing data to prepare for the District Steering Committee (DSC) meetings and advise the DSCs and Deputy Commissioners on future activities for enhancing the pace of delivery.
- f. Supervised and management of the mobilization sessions with women community groups separately in each VC/NC to sensitize them about the participatory planning process in local governance, health, and education.
- g. Organize and participate in provincial-level meetings with DTAs to collate, analyze and present data on settled districts level performance indicators and advise on activities critical for improving performance on these indicators.
- h. Assist local administration delivery teams in the implementation of digital linkages between PTCs, PCMCs, and local government representative activities in settled districts.
- i. Develop monthly reports, quarterly reports, and other necessary reporting during the project implementation.
- j. Ensure collaboration with GIZ to ensure planning and implementation of the project activities.
- k. Liaise and work with respective district management and local government departments, health department, and education as needed to achieve results.
- l. Liaise closely with the donor and other stakeholders for the project implementation.
- m. Ensure adherence to FOP operational policies, Procedures, and standards of conduct. while facilitating the smooth implementation of all project field activities.
- n. As needed advice the district staff in the implementation of training plans, and training calendar's awareness campaigns execution, as relevant and in collaboration with relevant stakeholders.
- o. Any other task assigned by the Project Director.

B. Required qualifications, competencies, and experience

Qualification:

At least 16 years of education from HEC recognized University in Social Sciences, Economics, Statistics, Development Studies, Project Management, or any other relevant qualification.

- **Professional Experience:**

- At least 05 - 08 years of practical experience in a relevant field.

Other knowledge, additional competencies

- very good working knowledge of ICT technologies
- excellent communication and negotiation skills
- excellent presentation skills
- excellent report writing

2. Position: Finance Manager

01 Position for Finance Manager
Position: Finance Manager
Reporting to: Project Director (HRDC) IM Sciences

A. Duties and Responsibilities

The Finance Manager is:

- Responsible for the management of financial & administrative affairs and of the project.
- He will keep and maintain all the accounts records in soft as well as in hard.
- Responsible for ensuring on-time delivery of all the administrative & financial deliverables of the project.
- Ensures Preparation & Maintenance of bank reconciliation statements.
- Responsible for Income Tax / Sales Tax Management
- Responsible for accurate financial reporting to superiors.
- Submission of Expenses Utilization Reports to the Project Director, Project Manager whenever required
- Finalization & Maintenance of cash books & preparation of bank reconciliation statements.
- Income Tax / Sales Tax Management on Open-ERP & e-portal of FBR.
- Preparation of Draft Annual Financial Statements.
- Assistance in the Preparation of Project Budget / Variance Analysis.
- Reporting financial data to stakeholders.
- Submission of Expenses Utilization Reports to stakeholders.
- Closure of Project activities with the consolation of External Auditors, donors, and the IM-Sciences Management Team.

A. Required qualifications, competencies, and experience

Qualification:

- At least 16 years of education from HEC recognized University in finance, MBA Finance, M.com, CA, ACCA, or any other relevant qualification

Professional Experience:

- At least 05 to 08 years of practical experience in a relevant field.

B. Other knowledge, additional competencies

- Possess excellent knowledge of government planning, budgeting, and ADP, skills evidenced by previous experience with government and or with development organizations in KP will be preferred.
- Excellent presentation skills and proficiency in Microsoft office and data analysis software(s) such as MS. Excel and Access will be an advantage.
- Excellent understanding of context evidenced by previous experience.
- Excellent knowledge of English, Urdu, and Pashtu language.

3. Position: Finance Officer

01 Position Finance Officer
Position: Finance Officer
Reporting to: Project Director (HRDC) IM Sciences

A. Duties and Responsibilities

The Finance Officer is:

- Responsible for the day-to-day tasks in finance.
- Maintain a proper filing system for all the key finance documents.
- Ensures proper distribution of TA/DA cheques to training participants and necessary signatures are taken before disbursement of TA/DA cheques.
- The Finance officer will ensure compliance with accounting rules and procedures while reporting to the o finance manager.
- He will Keep and maintain all the accounts records in soft as well as in hard form.
- Responsible for dealing with all the accounts of the Project and settling all matters of banks.
- Responsible to maintain ledger books for district and main offices.
- Make sure verification of all the accounts is recorded before the auditory process.
- Responsible to submit the financial report to the finance manager for review
- Make sure all the records/ accounts/ financial transactions are booked before the audit commencement.
- Responsible for the submission of the monthly financial report in soft and as well as in hard.
- Ensure cordial relations with the program team and audit department of the donor agency.
- Enforcing compliance with all financial regulations.
- Having a strategic mind and keen awareness of the program's budget to create concepts and strategies for financial performance.
- Collaborating with the Finance Manager on budget strategy decisions.
- Analyzing organization and program financial performance and preparing data visualizations to accompany suggestions.
- Negotiating with the bank officials to facilitate the Project both at the district and provincial levels.
- Ensure adherence to FDP operational policies, procedures, and standards of conduct, while facilitating the smooth implementation of all program field activities.
- As needed, assist the district staff in the implementation of project plans including budget execution.
- Any other task assigned by Project/Finance Manager
- Support the finance manager in compliance, invoice processing, cashbook ledger, and bank reconciliation statement. S/he shall also support the preparation of the call for disbursement.
- Shall be involved in error-free cheque processing for trainees.
- Responsible for ensuring proper financial record keeping for budgets, taxes, and internal & external audits.
- Keep a record of all the financial vouchers.
- Regularly update financial records.

- Assist with the preparation of monthly financial reports.

B. Required qualifications, competencies, and experience

Qualification:

- At least 16 years of education from HEC recognized University in finance, MBA Finance, M. Com, CA, ACCA, or any other relevant qualification,

Professional Experience:

- At least 03-05 years of practical experience in a relevant filed.

C. Other knowledge, additional competencies

- Possess excellent knowledge of government planning, budgeting, and ADP, skills evidenced by previous experience with government and or with development organizations in KP will be preferred.
- Excellent presentation skills and proficiency in Microsoft office and data analysis software(s) such as MS. Excel and Access will be an advantage.
- Excellent understanding of context evidenced by previous experience.
- Excellent knowledge of English, Urdu, and Pashtu language.

4. Position: Contract, Admin and Logistics Manager

01 Position for Contracts, Admin and Logistic Manager
Position: Contracts, Admin and Logistic Manager
Reporting to: Project Director (HRDC) IM Sciences

C. Duties and Responsibilities

- Responsible for the overall functions of Admin & Logistics in PMU and the nominated districts of KP at the field level.
- Responsible for overall contracts managements, tender processes.
- Ensures proper handing taking before delivery or receipt of goods/equipment.
- Maintains a proper record of all inventory & office equipment
- Ensures proper distribution of TA/DA cheques to training participants and necessary signatures are taken before disbursement of TA/DA cheques.
- Distribution of learning materials if any to the districts.
- Maintain records of all incoming & outgoing letters and documents.
- Maintains a proper filing system for all admin & logistics-related documents.
- Responsible for documentation of the hiring / Selection process of project staff or Consultants.
- Assist during the recruitment process.
- Assist the IMSciences Procurement department in the preparation of project procurement documents and their process.
- Ensures compliance with the SOPs for the Corporate Communication Guidelines
- Any other task assigned by the Project Director.

D. Required qualifications, competencies, and experience

Qualification:

- At least 16 years of education from HEC recognized university in social sciences, MBA, BBA, or any other relevant qualification.

Professional Experience:

- At least 05 - 08 years of practical experience in a relevant field.

Other knowledge, additional competencies

- very good working knowledge of ICT technologies
- excellent communication and negotiation skills.

5. Position: Communication Officer

01 Position Communication Officer
Position: Communication Officer
Reporting to: Project Director (HRDC) IM Sciences

A. Duties and Responsibilities

The Communication Officer is responsible for:

- Identifying key stakeholder groups and creating communication strategies that create desired impact
- Preparing and distributing content that enhances the program's visibility among key stakeholders and appropriate governmental bodies and institutions
- Promoting the program's image through social media content creation and dissemination through significant channels
- Ensuring that all communication material is according to Project guidelines
- Assist Project Director with communication development and implementation matters
- Ensures that communication strategy is effectively implemented
- Generates content regarding visibility, placement, and promotion on social media
- Designs and proposes cost-effective communication measures which increase the visibility of project activities toward partners and stakeholders,
- In charge of preparation and updating of project public relations materials (e.g., brochures, fact sheets, newspaper articles, success stories, posters) according to the Corporate Design Guidelines of the Project
- Suggests and develop new products and materials to enhance and highlight the program's activities
- Assist and support the program on Communication-related topics
- Participates in formulating project action plans with a special focus on communication in case of major events
- Monitors media (press clippings, electronic media monitoring, etc.) in terms of coverage of project activities with special attention to sources of verification and ensures filing according to the program's filing system
- Regularly consult with the PM on all planned project activities related to communication before implementation
- Liaises with graphic designers for the preparation of PR materials and publications

B. Required qualifications, competencies, and experience

Qualification:

- At least 16 years of education from HEC recognized university in BBA, social sciences, management, or any other relevant qualification.

Professional Experience:

- At least 01 to 02 years of professional experience in the relevant field.

Other knowledge, additional competencies

- Good knowledge of the media landscape in Pakistan
- Ability to work independently and with teams and coordinate work within the teams
- Finely tuned organizational skills and ability to work on one's initiative at the conceptual level – knowledge of strategy preparation and Action plans implementation
- Excellent working knowledge of ICT technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- Articles published in the media/social media would be an asset (please submit work samples)
- Working knowledge of graphic design software, documentary production, and photography would be an asset
- Excellent command of the English language
- Ability to express oneself well both verbally and in writing; polished, target-group-oriented style experience with media production
- Intercultural sensitivity
- Willingness to travel to undertake official travel regularly to work with the team based in Islamabad
- Willingness to occasionally travel to the project field areas

6. Position: Monitoring and Evaluation Officer

One (01) Position for Monitoring and Evaluation Officer
Position: Monitoring and Evaluation Officer
Reporting to: Project Director (HRDC) IM Sciences

E. Duties and Responsibilities

- Assist in the preparation of district-level M&E Work Plans and M&E framework for project interventions in consultation with the Project Manager and concerned DTCs and other stakeholders with relevant inputs, outputs, and outcomes, in line with the set objectives of the program.
- Develop monitoring and evaluation reporting and frameworks
- Conduct regular field visits to monitor the activities and report to timely advice in the activities.
- Ensure that project guidelines are properly understood and followed.
- Assist program management in data collection, producing robust analysis of the project-wise data.
- Supporting the project team in the maintenance of electronically accessed Dashboard and relevant internal databases.
- Besides conducting random visits to the field for physical verification and quality checking, the M&E officer will also share a comprehensive report of the progress made within the districts. The report will provide information on the progress and issues/challenges if any.
- Assess the progress in terms of outputs and outcome indicators.
- Identification of study areas and carrying out case studies, impact assessments, and reviews.
- Prepare periodic progress monitoring reports.
- M&E officer will also facilitate field monitoring visits of key project staff to the nominated districts.
- Any other task assigned by the supervisor/management.

F. Required qualifications, competencies, and experience

Qualification:

- At least 16 years of education from HEC recognized university in Business Administration, Social Sciences, Public Administration, or any other relevant qualification.

Professional Experience:

- At least 03 to 05 years of practical experience in a relevant field.

Other knowledge, additional competencies

- very good working knowledge of ICT technologies

- excellent communication and negotiation skills.
- willing to visit project field areas.

7. Position: Data Management Officer

One Position for Data Management Officer
Position: Data Management Officer
Reporting to: Project Director (HRDC) IM Sciences

A. Duties and Responsibilities

A. Activities and Tasks

- provides support to the project management by creating district wise the database for the project implementation.
- Must have knowledge of the database software's.
- ensures analysis of recurrent, revenue, and capital streams as assigned by the project manager.
- Map the district wise and VC/NC data concerning the project activities and gender wise data segregation.
- support the project manager/program team in data formats for
- Support capacity development interventions as advised by the project manager.
- assists in the implementation of project/program plans and activities for health, education, and local government sector in close consultation with counterparts.
- Is responsible for the preparation and implementation of capacity development workshops and other events on issues connected with the project/program's area of activity with data analysis tools.
- organizes quality assurance measures and suggests necessary changes, improvements, and initiatives.
- compiles the relevant information for relevant activities and assignments.
- Assist with reports and data extraction when needed.

B. Required qualifications, competencies, and experience

Qualification:

- At least 16 years of education from HEC recognized university Social Sciences, Computer Science, Data Science and having knowledge of MS Office and database software, or any other relevant qualification.

Professional Experience:

- At least 2-3 years of practical experience in a relevant field.

Other knowledge, additional competencies

- very good working knowledge of ICT technologies.
- excellent communication and negotiation skills.
- willing to visit project field areas.
- Knowledge about database tools and software.

8. Position: District Coordinator

Three Positions for District Technical Coordinator, Peshawar, Nowshera and Haripur
Position: District Coordinator
Reporting to: Project Director (HRDC) IM Sciences

A. Duties and Responsibilities

The District Coordinator (DC) is responsible for:

- Serve as the focal point for coordination with the project manager for the implementation of GIZ technical assistance activities at the provincial level.
- Guide district-level staff on local government functions for planning and coordination.
- Organize and participate in provincial-level meetings with district administration to collate, analyze and present data on settled districts' performance indicators and advise on activities critical for improving performance on these indicators.
- Assist local government, Health, and Education department delivery teams in the implementation of district activities.
- Contribute to monthly progress reports for field information to share updates on the district's performance on health and education plans.
- Ensure collaboration with clients and counterparts i-e health and education and local government departments to ensure planning and implementation of specific capacity development measures.
- Liaise and work with respective district management and counterparts' departments as needed to achieve results.
- Ensure adherence to GIZ operational policies, procedures, and standards of conduct, while facilitating the smooth implementation of all program field activities.
- As needed, assist the district administration staff in the implementation of the health and education plan including budget execution, as relevant and in collaboration with other donors.

B. Required qualifications, competencies, and experience

Qualification:

- At least 16 years of education from HEC recognized university in Social Sciences, Business Administration Development Studies, Data Sciences, or Public Policy and Governance, or any other relevant qualification. Preference will be given to local candidates.

Professional Experience:

- At least 5-7 years of practical experience in a relevant field.

Other knowledge, additional competencies

- Possess excellent knowledge of government planning, budgeting, and ADP, skills evidenced by previous experience with government and or with development organizations in KP will be preferred.

- Excellent understanding of context evidenced by previous experience.
- Excellent knowledge of English, Urdu, and Pashtu language.

9. Position: Project Associate

01 Position Project Associate
Position: Project Associate
Reporting to: Project Director (HRDC) IM Sciences

G. Duties and Responsibilities

The **Project Associate** is responsible for:

- Support the project's administrative and financial activities comply with client rules and regulations.
- Support development and preparation of result-oriented work plans, critical paths, and other project management tools, and.
- Provide support to the implementation of the internal standard operating procedures in the project.
- Coordinate the arrangement of appointments and meetings, including the compilation of briefing and presentation materials, speeches, ground information, and documentation.
- Support the preparation of budgets for the project activities.
- Provide information for audit needs.
- Support the project in the procurement process including preparation of RFPs, TORs, receipts of quotations, bids for proposal, and their preliminary evaluation.
- Support in arranging travel and hotel reservations and obtaining necessary travel authorizations as required.
- Provide administrative support to the program in conferences, workshops, and retreats as required.
- Support the management on physical assets disposal/transfer; follow up on requests and maintenance for disposal/transfer action and enter records in the asset control database (system) ensuring inventory records are up to date and accurate.
- Support in maintaining an up-to-date list of inventories of the project and support annual physical verification by checking the accuracy of records.
- Support in maintaining the internal expenditure control system that ensures that vouchers processed are matched and completed, and transactions are correctly recorded and posted in the bank book, and ledger.
- Undertake timely corrective actions on un-posted vouchers, including vouchers with budget check errors, match exceptions, and unapproved vouchers.
- Support the establishment of M&E systems that enable the project to have timely and accurate information.

H. Required qualifications, competencies, and experience

Qualification:

- At least 14 years of education from HEC recognized university in Social Sciences, Business Administration Development Studies, Data Sciences, Public Policy, and Governance, or any other relevant qualification.

Professional Experience:

- At least 1 - 2 years of practical experience in a relevant field.

Other knowledge, additional competencies

- very good working knowledge of ICT technologies
- excellent communication and negotiation skills
- willing to visit project field areas

10. Position: Digital and Social Media Coordinator

One 01 Positions for Digital and Social Media Coordinator
Position: Digital and Social Media Coordinator
Reporting to: Project Director (HRDC) IM Sciences

I. Duties and Responsibilities

- Perform tasks in the digital environment and the use of social media.
- Develop a marketing strategy, short, middle, and long term.
- Lead the implementation of a consumer-generated revenue plan based on previous consultancy work.
- Development of free and/or paid digital marketing campaigns via dedicated platforms: advertising investments on social networks – social media optimization (SMO) (Twitter, Facebook), the launch of marketing automation campaigns (creation of emails, sending and tracking), and creation of remarketing campaigns.
- Work on natural referencing search engine optimization (SEO) and paid search engine advertising (SEA).
- Training of Radio Erena employees in the management of social networks (mainly Twitter, YouTube, and Facebook).
- Advice on the production of visual support dedicated to the web.
- Build reporting templates on the performance of digital actions based on project objectives.

J. Required qualifications, competencies, and experience

Qualification:

At least 16 years of education from HEC recognized university in marketing, journalism, advertising, or any other relevant qualification.

Professional Experience:

- At least 03 to 05 years of practical experience in a relevant field.

Other knowledge, additional competencies

- Active on social media.
- Knowledge of CMS.
- Excellent copywriting and copy-editing skills.
- Knowledge of web analytics.
- excellent communication and negotiation skills.
- willing to visit project field areas.

11. Position: Field Communication and Liaison Officer

One 01 Position for Field Communication and Liaison Officer
Position: Field Communication and Liaison Officer
Reporting to: Project Director (HRDC) IM Sciences

K. Duties and Responsibilities

- Assist in the management of the [local] Joint Information Centre
- Assist in the management of community outreach staff
- Assist in the coordination and management of training and education outreach activities for Education & healthcare professionals
- Assist with communication and educational & Health activities for quarantined persons
- Participate in staff meetings at PMU with District Coordinators and the project team.
- Request the local administration of the nominated districts to send new materials as updated and to provide information on new and emerging questions and issues identified from hotlines and other sources
- In coordination with local authorities, maintain a daily log of community information activities to facilitate the subsequent evaluation of the outbreak response
- In coordination with local authorities, write, edit, approve, and initiate clearance procedures for customized community outreach materials.
- Assist the Local government department, Education department and health department, and state and local officials in working with state and community groups.

L. Required qualifications, competencies, and experience

Qualification:

At least 14 years of bachelor's degree from HEC recognized university in social sciences, or any other relevant qualification.

Professional Experience:

- At least 03 to 05 years of practical experience in a relevant field.

Other knowledge, additional competencies

- very good working knowledge of ICT technologies
- excellent communication and negotiation skills.
- willing to visit Project Field areas

12. Position: Office Support Staff

Two (02) Positions for Office Support Staff
Position: Office Support Staff
Reporting to: Project Director (HRDC) IM Sciences

M. Duties and Responsibilities

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications promptly
- Create and update records ensuring the accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor the level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers, and colleagues
- Perform receptionist duties when needed
- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to the office
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees

N. Required qualifications, competencies, and experience

Qualification:

- Matriculation

Professional Experience:

- At least 05 to 08 years of practical experience in a relevant field.

Other knowledge, additional competencies

- very good working knowledge of ICT technologies
- excellent communication and negotiation skills.
- willing to visit project field areas

13. Position: IT Assistant

One 01 Positions for IT Assistant
Position: IT Assistant
Reporting to: Project Director (HRDC) IM Sciences

O. Duties and Responsibilities

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- Allocating IT assets to each staff based on need and requirement.
- Work closely with the IT firm for the development of digital solution.
- Provide support to the technical team for the development of the digital solution.
- Database, Maintaining & repair, and maintenance records
- Maintenance of district data backed up in external storage as per policy.
- Installation of application and software maintenance (MS Office, Outlook & other office applications as and when requested with approval)
- Field Visit to handhold users for digital solutions

P. Required qualifications, competencies, and experience

Qualification:

At least 14 years of bachelor's degree from HEC recognized university, Diploma in IT or equivalent qualification in Computer Science, Data Science, Business Administration, or any other relevant qualification from HEC Recognized University.

Professional Experience:

- At least 01 to 02 years of practical experience in a relevant field.

Other knowledge, additional competencies

- very good working knowledge of basic ICT technologies
- excellent communication and negotiation skills.

14. Position: Manager Gender and Inclusion

One 01 Positions for Manager Gender and Inclusion
Position: Manager Gender and Inclusion
Reporting to: Project Director (HRDC) IM Sciences

- **Manager Gender and Inclusion will perform the following duties:**
- Promote and facilitate the process of mainstreaming of gender and social inclusion issues in all project initiatives.
- Review and help in improving project policies and oversight mechanisms in relation to the project implementation.
- Ensure gender and social inclusion in project sub-activities including implementation.
- Develop guidelines, including a checklist/ gender markers for consultants in mainstreaming gender and social equality into all project reports, research studies and training modules, and other deliverables.
- Assist in developing SMART indicators to monitor the gender inclusion, diversity, and social inclusion of project-supported initiatives and awarded consultancy services.
- Assess and identify potential gender-differentiated impacts as well as diversity and social equality aspects of identified project initiatives.
- Review the project sub-activities and gauge the impact of intended results on power dynamics, diversity, social inclusion, and gender equality.
- Systematically coach and advise project team and pool of consultants on diversity and inclusion and gender mainstreaming issues and social inclusion aspects of each assignment/ task.
- Provide input to quarterly, biannual, and annual reports by developing the gender, diversity, and social inclusion-related chapter.
- Provide input to the video documentary to make it more SIG sensitive.
- Assess and identify potential gender-differentiated impacts of the project.
- Collect sex-disaggregated baseline data that could be used to monitor potential gender impacts
- Identify government agencies, NGOs, community-based organizations, and women's associations or groups whose work focuses on gender and the specific area of intervention.
- Based on gender analysis, develop a plan of action that identifies opportunities and entry points for mainstreaming gender
- Compile the final report, describing the accomplishments undertaken during the project period.

- **Reporting:** The PM will report to the Project Director

- **Qualification /Competencies required:**

- At least 16 years of education from HEC recognized university in Social Sciences, Economics, Statistics, Development Studies, or Project Management, or any other relevant qualification.
- At least 03-08 years of working experience on gender and social inclusion issues, mainstreaming the engagement of vulnerable and marginalized groups in project initiatives.

GENERAL REQUIREMENTS

- Knowledge of the local languages of the area is mandatory.
- Willing to spend time with the local communities and work in challenging field conditions.
- Based at the project locations but requires frequent traveling.
- Proven problem-solving skills and results orientation.
- Good English and native language reading, writing, and speaking skills.
- Demonstrated interpersonal communication and advocacy skills.
- Sensitivity to gender and other current social issues in countries such as Pakistan.
- Computer literate (capable of using MS Database and MS Office packages)
- Strong inter and intrapersonal communication skills

15. Position: Project Associate Gender

One 01 Positions for Project Associate Gender
Position: Project Associate Gender
Reporting to: Project Director (HRDC) IM Sciences

The project Associate will perform the following duties

- Conceptualize ideas and information received into a comprehensive document that utilizes required formats. Provide information that is results-based.
- Coordinate with the project manager on each report regarding text development and editing.
- Ensure that training material requirements are met and cleared by the project manager.
- Provide PM with routine updates regarding the status of reports and provide editions as requested.
- Strictly adhere to the timeline of the assigned reports.
- Review relevant project documents on the requirements for gender mainstreaming, including GIZ's Policy on Gender Equality and the Empowerment of Women.
- Conduct a detailed gender analysis on Gender Mainstreaming, particularly emphasizing gender issues in the areas and regions of intervention
- Integrate relevant gender components from the plan of action for gender mainstreaming in the project document.
- Track all changes in documents, save each edit and submit all with semi-final submission for the project manager.
- The support revision process, quality assurance, and quality control.
- Provide support to the unit as necessary

Reporting: The PM will report to the Project Manager

Qualification /Competencies required:

- At least 14 years of education from HEC recognized university in Social Sciences, Business Administration Development Studies, Data Sciences, Public Policy, and Governance, or any other relevant qualification.
- At least 1-2 years of working experience on gender and social inclusion issues, mainstreaming the engagement of vulnerable and marginalized groups in project initiatives.

GENERAL REQUIREMENTS

- Knowledge of the local languages of the area is mandatory.
- Willing to spend time with the local communities and work in challenging field conditions.
- Based at the project locations but requires frequent traveling.
- Proven problem-solving skills and results orientation.
- Good English and native language reading, writing, and speaking skills.
- Demonstrated interpersonal communication and advocacy skills.
- Sensitivity to gender and other current social issues in countries such as Pakistan.
- Computer literate (capable of using MS Database and MS Office packages)
- Strong inter and intrapersonal communication skills

16. Position: Social Mobilizer Gender

One 01 Positions for Social Mobilizer Gender
Position: Social Mobilizer Gender
Reporting to: Project Director (HRDC) IM Sciences

Social mobilizers are to perform the following duties:

- Mobilize project area's communities and other key stakeholders about project activities.
- Facilitate the formation of appropriate village-level forums for the complementation of the project activities.
- Facilitate project team in preparation of village profiles and registration process of newly established CBOs.
- Organize meetings with local CBOs, maintain and keep meeting records
- Facilitate information on Management Units (PMU) and village management plans and implementation in the field
- Collect and compile baseline information on the socio-economic of the project area and facilitate the field team in conducting field surveys, resource need assessments, and participatory appraisals in the project sites.
- Keep close coordination and liaison with communities and partners and assist in surveys and data collection from the field.
- Help the technical staff in organizing community meetings, workshops, and campaigns.
- Take lead in the resolution and management of the relevant community conflicts over common resource utilization in the project area.
- Help build linkages of the project community and local institutions with partner organizations, donor agencies, and development players, working both in and outside the project area
- Document and share lessons learned, achievements, and futuristic innovative ideas from the field.
- Prepare site-specific activities-related work plans in accordance with the project outputs and in consultation with the Project Manager.
- Supervise the day-to-day implementation of the project activities related to the fieldwork, monitoring and reporting progress to the project manager regularly.
- Perform any other task assigned by the supervisor.

GENERAL REQUIREMENTS

- Knowledge of the local languages of the area is mandatory.
- Willing to spend time with the local communities and work in challenging field conditions.
- Based at the project locations but requires frequent traveling.
- Proven problem-solving skills and results orientation.

- Good English and native language reading, writing, and speaking skills.
- Demonstrated interpersonal communication and advocacy skills.
- Sensitivity to gender and other current social issues in countries such as Pakistan.

Qualification /Competencies required:

- At least 16 years of education from HEC recognized university in Social Sciences, Business Administration, Development Studies, Data Sciences, or Public Policy and Governance, or any other relevant qualification.
- At least 3-5 years of relevant working experience in a relevant field.

- Computer literate (capable of using MS Database and MS Office packages)
- Strong inter and intrapersonal communication skills