### Job Description:
**Livelihoods Project Manager**

**Responsible to:**
Senior Programmes Manager

**Responsible for:**
Project officer & NVs

**Location, Group & Function:**
Islamabad, Pakistan

**Job Purpose:**
*Leadership:* To design and set up the framework and approach for implementing VSO’s Resilient Livelihoods program.

### Responsibilities

**Leadership**
- Lead the planning and implementation of resilient livelihoods program for VSO Pakistan.
- Analyse and design a Resilient Livelihoods county strategy, initially focused on document management and incorporating the V4D investment strategy deliverables for the year to 31 March 2020 – in liaison with relevant VSO teams including Knowledge for Impact, Livelihoods CPAT, Livelihoods programme teams and IT.
- Guide the implementation of this livelihoods strategy, supporting Livelihoods colleagues (Process Leads, Thematic Leads, Global Sponsor, other CPAT members and in-country programme colleagues) to generate, categorise/tag, quality-verify, update, replenish or archive all Livelihoods content – (eg learning documentation, implementation guides, marketing materials).
- Draw up proposals for possible funding from donors and other funding windows.

**Capacity building**
- Enhance the organizational and technical capacity of VSO Pakistan in Resilient Livelihoods.
- Strengthen capacity of VSO partners and volunteers in Resilient Livelihoods.

**Representation and coordination:**
- Ensure excellent internal and external communication, coordination and collaboration.
- Conducting senior-level representation of VSO at various fora’s link to resilient livelihoods.
- Meetings with representatives of other INGOs, NGOs and agencies who are working in Resilient.
- In collaboration and coordination with the business pursuit team, ensure excellent relations with traditional and non-traditional donors.
- Actively engage with the Cluster mechanism at times of crisis.

### Skills, Knowledge and Experience required

**Qualification**
- Master’s Degree in Agriculture, Natural Resource Management, Social Sciences, Economics, Business Administration, Management or related field.
- Exposure and experience to Resilient livelihoods programs.

**Experience**
- At least 07 years’ experience in livelihoods sector Program design, planning, implementation, capacity building and networking.
- Experience of working in a leadership position within a team structure.
- Fluent written and spoken English.
- Proven programme & project cycle management skills - proposal and report writing skills; monitoring and evaluation skills and experience.
- Experience of writing and implementing an operational business strategy.
- Excellent team-working and cross-team working skills, including the ability to negotiate and influence.
- Project management skills and facilitation; experience delivering projects against time, quality and resource targets.
- Excellent written and oral communication skills and attention to detail.
- Experience of volunteering or working on international development projects, ideally in Resilient Livelihoods.

**Competencies and Behaviour**
- Ability to be open minded and respectful.
- Ability to be resilient and adaptive to new situations.
- Ability to facilitate positive change and build sustainable working relationships.
- Ability to seek and share knowledge.

**Financial and Risk Management**
- Sound knowledge of financial and risk management skills.
- Lead in cross county learning events

**Financial Management and Budgeting**
- Prepare budget for the Resilience Livelihoods program on annual basis and contribute in annual budgeting exercise
- To monitor actual expenditures as provided by Finance against budget forecasts and phasing and keep track of budget variances

**Business Pursuit**
- Identify the business needs and create and implement a plan to ensure our Business Pursuit team and country teams have a user-friendly, fit-for-purpose set of materials for marketing our Livelihoods work to potential donors and partners.
- As part of this plan, identify and collaborate with appropriate colleagues across VSO (including Marketing, Business Pursuit, Process Leads, Livelihoods practitioners).

**Information Technology** - Good level of computer skills (Windows, Excel, PowerPoint, Word, Outlook, Internet), and Applicants Tracking Systems (APS)

**Travel requirement:** Able to travel in country and internationally occasionally and spend time away from work-base location and home.

**Commitment to VSO’s mission, values, People First principles and core approaches (Social Inclusion and Gender, Social Accountability, and Resilience).**

VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we protect children, young people and vulnerable adults from harm and abide by our safeguarding policy.

**Desirable:**
Program management experience.
Experience gained within a volunteering/Non-Governmental Organization context.