

Job Description:	Project Manager- Gender	Responsible to:	Senior Programmes Manager
No. of direct reports:	Project staff/Volunteers under area of responsibility. Currently only national volunteers report to the role	Location, Group & Function:	Pakistan -Asia Pacific Groups
Role Purpose:	To serve as focal person for Gender project (s) and contribute to implementation, development and successful delivery of project (s) in order to optimize the contribution towards reducing poverty. To manage partnership (s) under the area of responsibility to the envisioned results of the project (s).		

Responsibilities	Key Performance Indicators	Competencies	Skills Required
<p>Project Management Coordinate and oversee the quality of project implementation and assure that annual targets for delivery and quality result indicator are timely met through coordination, liaising, review and monitoring of activities/events and implementation plan. Prepare and execute the project implementation plan and activities, make adjustments as necessary.</p> <p>Provide oversight and guidance to the project volunteers, network partner and project implementing partners on all related matters for smooth and successful implementation of the projects;</p> <p>Learning Facilitate to ensure that projects learning and documentation is captured periodically and exchanged among the project team, volunteers, partners, Country Office and VSO International and feeds in to signature programme</p> <p>Internal and External Reporting: Lead on compilation of reports and information management of the project/programme linked to his/her areas of responsibility developing and enforcing protocols for storage and use of information in consultation with the Sr.Programmes Manager</p> <p>Monitoring and Evaluation: Regularly monitor and measure the evidence of outputs, outcomes and positive impact, and produce timely progress reports of project activities as per agreed upon procedures and schedules and timeline for effective project implementation, and ensure that all project information is appropriately documented</p> <p>Programme/Project Funding: identify funding</p>	<p>Projects implementation plans are established and implemented to achieve the objectives in the project.</p> <p>Projects are smoothly and successfully implemented with guidance and full participation by with implementing partners, volunteers, and primary-actors.</p> <p>Projects learning and documentation is periodically happened, captured and exchanged Donor reports and VSO internal reports are developed in a timely manner and submitted</p> <p>Projects/programme under the areas of responsibility are regularly monitored & evaluated as planned</p> <p>Continuous development and learning takes place and that reporting is in line with VSO and donor requirements.</p> <p>Program and partnerships are monitored and evaluated regularly in line with VSO good practice guidance.</p> <p>Concepts note and Proposals are submitted to</p>	<p>Working together - Strength Successfully leads teams and develops others' team-working skills.</p> <p>Communications and influencing - Strength Inspires others by: advocating plans and ideas within and outside VSO; maintaining a wide, influential network; coaching.</p> <p>Managing Knowledge - Strength Leads initiatives that improve knowledge management; develops others' knowledge management skills.</p> <p>Striving for excellence - Strength Leads initiatives to improve monitoring, evaluation and learning; is a role model for continuous learning and improvement.</p> <p>Managing Resources - Strength Leads others to pursue significant or innovative funding opportunities; finds creative ways to allocate funds and people on complex projects effectively.</p> <p>Managing People - Strength Builds a high performing team that meets challenging objectives linked to corporate objectives; ensures own team works efficiently with other teams.</p> <p>Developing People – Adds Value Is a role model for coaching, mentoring and developing others, and for effective use of VSO's staff development processes and opportunities.</p> <p>Leading for the Future – Strength Builds confidence and excitement in</p>	<p>Essential: Excellent understanding of project cycle management tools to ensure effective planning, resourcing, implementation and review of programs and experience of organizational assessment, planning and review tools and processes. Masters in social sciences or related discipline.</p> <p>At least 5 years' professional experience of working with NGO/ INGOs or donor agency with in field of gender and SRHR, Strong project management experience in a complex project design and implementation.</p> <p>Practical experience of applying development issues at a project or community level. Able to demonstrate knowledge and understanding of development issues. Experience and knowledge of the relevant program area.</p> <p>Proven experience of partnership management</p> <p>Proven experience of generating project concepts and report writing.</p> <p>Experience of managing donor projects with good understanding of donor guidelines.</p> <p>Leadership and people management skills, experience of team management.</p>

<p>opportunities in areas of responsibilities working with the Regional Business Development Manager, Sr. Programmes Manager and Country Director to develop concepts and proposals.</p> <p>Programme Development: in programme areas of gender analyze and understand the relevant development context and key stakeholders, shape program objectives, engage volunteers, partners and relevant stakeholders to inform and influence decision making</p> <p>Budgeting and Financial management: Develop realistic project plans together with partners, work with HOD Programmes and Finance Manager to ensure that budgets are compliant with donor & VSO requirements. Liquidation of implementing partner's activities agreed in budget. Deliver project objectives including participation in the annual budget preparation process.</p> <p>Partnership Development and Management: Manage program deliverables through partners, negotiate, maintain and review relevant partnerships at field/ground level. Build and support networks between key stakeholders (donors/other agencies/partners etc) to strengthen partnership and programme impact.</p> <p>Staff Management and Volunteer Management Ensure direct reports are line managed according to VSO best practice Provide on-going technical input, guidance, knowledge, supervision and other necessary support to project staff and volunteer. Coach and strengthen capacity, and review quality of work, of project staff and volunteers under area of responsibility Manage the relationship of volunteers placed at partner and ensure timely support to achieve results</p> <p>Raise VSO's profile</p> <ul style="list-style-type: none"> • Increase in awareness of VSO and its' project across key stakeholder groups and manage mutually beneficial partnerships for project implementation with assurance of project transparency and accountability to primary actors; 	<p>the funding opportunities in line with VSO Pakistan signature programmes</p> <p>Programme development is informed by consultation with partners, volunteers, internal stakeholders and beneficiaries (they are held as integral to program design, implementation and review, Signature programmes are fed by learning from programme delivery</p> <p>Budgets are managed in line with donor stipulations and VSO good practice</p> <p>Partners are provided with a growing and widening range of support based on VSO's core competencies</p> <p>Team members are performing well as individuals and working effectively together to meet program area objectives and support volunteer needs, within the country's legal framework and VSO policies.</p> <p>Volunteer relationships effectively managed, volunteers issued are reported to concerned quarters (People, Finance, Programme) for immediate remedial measures</p> <p>Increase in VSO's visibility in government, donor and key actor working groups of Gender/Women empowerment</p>	<p>VSO's work and vision, both internally and externally; leads innovative projects.</p> <p>Thinking Strategically - Strength Leads strategic projects, coaching others to consider global and long-term impact, and to consult within and beyond VSO.</p> <p>Delivering Results - Strength Effectively leads large teams or complex projects, generating a goal-oriented, problem-solving team mentality and ensuring timely, high quality results.</p>	<p>Experience of the financial management of budgets, including building a budget, monitoring and managing expenditure. Previous experience of having compiled financial reports</p> <p>Solution oriented to solve complex issues and take swift decision, including in a high risk situation in compliant to VSO approach.</p> <p>Flexible and adaptable to new and demanding situations,. Competent Data usage: including speedy collation and analysis of complex and high volume data, using appropriate Information Technology packages where necessary.</p> <p>Able to travel and work long hours, including work away from the home base for up to 30% of time, both within the country and occasionally internationally and some weekend and evening work.</p> <p>Fluency in English language.</p> <p>Desirable: Practical experience gained within a volunteering/NGO context and of managing a volunteer program. Experience and knowledge of the country and region. Confidence and experience in external representation.</p>
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<p>Other Duties –Fulfil other appropriate level responsibilities as defined by the line manager from time to time; Abide by VSO core values and other VSO policies regarding Gender Sensitivity, Child Protection, Data Protection Act, Anti-Bribery, Confidentiality and Security.</p>			
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