

## RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

### JOB DESCRIPTION

#### 1.0 Position Summary

1.1 Position: Documentation & Reporting Officer	1.2 Department/Project: Balochistan Rural Development and Community Empowerment Programme (BRDCEP)
1.3 Category/Grade: P2	1.4 Duty Station: Islamabad with frequent travel to the programme areas in rural Balochistan districts
1.5 Reporting to: Programme Manager, RSPN-BRDCEP	

#### 2.0 Job Responsibilities

<ul style="list-style-type: none"> <li>• Assist the Programme Manager in preparation of donor progress and need-based reports</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare monthly, quarterly and annual management reports</li> </ul>
<ul style="list-style-type: none"> <li>• Collect and compile data on the Key Performance Indicators for BRDCEP implementing partners and prepare KPI reports</li> </ul>
<ul style="list-style-type: none"> <li>• Do regular documentation of case studies, lessons learnt and BRDCEP knowledge products</li> </ul>
<ul style="list-style-type: none"> <li>• Keep trail of all relevant documents of the RSPN BRDCE Programme.</li> </ul>
<ul style="list-style-type: none"> <li>• The DRO will keep close liaison with field teams and provide technical backstopping in proper record keeping, documentation and preparation of activity reports.</li> </ul>
<ul style="list-style-type: none"> <li>• She/he will pay regular visits to the project area for interviewing beneficiaries and collecting primary information for case studies. DRO will be required to submit field visit report to the Programme Manager as per RSPN policy.</li> </ul>
<ul style="list-style-type: none"> <li>• The DRO will be responsible for filing all necessary programme records/ documents and maintain proper files for all records.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop regular updates on the programme activities and share on official social media sites and website of RSPN.</li> </ul>
<ul style="list-style-type: none"> <li>• She/ He will be responsible for timely preparation of periodic progress reports on given format to be presented to the RSPN management and donor.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist the Communication Officer in updating RSPN website and official social media sites of RSPN on regular basis</li> </ul>
<ul style="list-style-type: none"> <li>• Any other tasks assigned by the Supervisor</li> </ul>

#### 3.0 Required Qualifications, Skill and Experience

3.1 Education: Masters degree or equivalent degree in social science, management science, development studies or other relevant disciplines from a reputable university.
3.2 Experience: Minimum 2 years of relevant experience.

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3.3 Skills: Good communication and writing skills, and proficient in computer and data management related skills.

3.4. Excellent reading, speaking and writing skills in English.