

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

<b>JOB DESCRIPTION</b>		<b>HR#002</b>
<b>1.0 Position Summary</b>		
1.1 Position: Programme Manager	1.2 Department/Project: Balochistan Rural Development and Community Empowerment Programme (BRDCEP)	
1.3 Category/Grade: M4	1.4 Duty Station: Islamabad with frequent travel to the programme areas in rural Balochistan districts	
1.5 Reporting to: Chief Operating Officer, RSPN		
<b>2.0 Job Responsibilities</b>		
<p>Programme Manager BRDCE Programme will be responsible for overall programme management and to provide the strategic direction to programme team for effective implementation of the programme as per EU approved programme documents. S/he will also be responsible for coordination with RSPN core staff, RSPs, GoB, SUCCESS Programme team and EU on strategic issues. Main duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>i) Delivery of the overall objectives and targets set in RSPN component of BRDCE Programme</li> <li>ii) Maintain strategic close liaison with SUCCESS Programme Manager and RSPN core team in overall implementation of BRDCE Programme. Manage resources including budget, people, and Management Information Systems (MIS) of the RSPN-BRDCE Programme.</li> <li>iii) Demonstrate well-grounded analytical understanding of rural development issues in Pakistan; innovative and solution-focused thinking; high levels of productivity and quality output; and strong processes of team building and management in BRDCE Programme.</li> <li>iv) Lead strategically the effective programme design phase, delivery and impact of the RSPN component of BRDCE Programme.</li> <li>v) Be responsible for developing and nurturing network and relationships with key stakeholders, including BRDCE Programme partner RSPs, Government of Balochistan and the EU.</li> <li>vi) Ensure effective communication of the programme objectives and results with wider stakeholders through various means of electronic, print and social media.</li> <li>vii) Lead the programme team and ensure effective achievement through the leadership of the RSPN, by setting clear objectives for each team member.</li> <li>viii) Ensure compliance to policies and procedures of RSPN and EU.</li> <li>ix) Any other tasks assigned by the Supervisor/RSPN's Management.</li> </ul>		
<b>3.0 Required Qualifications, Skill and Experience</b>		
<p><b>2.1 Education:</b> Masters or higher degree in Social Sciences, Development Studies, Economics, Research or other relevant disciplines from a reputable university.</p>		
<p><b>2.2 Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>- Knowledge and understanding of poverty dynamics and development issues in Pakistan.</li> <li>- Skills in evaluations, impact assessment, quantitative and qualitative research tools, and training of research teams.</li> <li>- Strong team building and management, project and programme management, and decision making skills.</li> <li>- Skills in managing individual consultants and third-part service providers.</li> <li>- Excellent reading, speaking and writing skills in English.</li> <li>- Computer proficient, organised, detail oriented, self-motivated, team player and able to work with minimum supervision.</li> </ul>		
<p><b>2.3 Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five years of experience in development field with at least three years' experience at senior management level positions.</li> </ul>		

## RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

- Experience of designing, managing and implementing programmes related to addressing rural poverty, rural livelihoods and community-driven development.
- Experience of working with the RSPs in Pakistan will be preferred.