

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Project Manager	1.2 Department/Project: Integrated Health System Strengthening and Services Delivery (IHSS/SD) Project	
1.3 Category/Grade: Management – 4	1.4 Duty Station: Peshawar with frequent travel to the project areas in Khyber Pakhtunkhwa	
1.5 Reporting to: Manager Special Projects, RSPN		
2.0 Job Responsibilities		
<p>Core responsibilities: Responsible for overall management of the project with special focus on planning, capacity building of districts staff, monitoring and quality assurance in implementation of the project activities. Responsible to ensure the quality service delivery through Rural Support Programmes (RSPs) district teams.</p> <p>In addition to above following are the detailed ToRs of the Project Manager;</p> <p>A. Planning, Supervision and Designing</p> <ul style="list-style-type: none"> i) Facilitate and guide the districts teams for the planning of the community mobilization and participate in the planning of the project activities and relevant budget exercise with RSPN. ii) Ensure that project staff adheres to the timeline agreed upon and report on any obstacles arising in achieving their agreed timeline/objectives; iii) Ensure that the district teams have access to all the necessary physical resources and inputs, e.g. conducive working space and equipment, transportation, administrative support and authority to use those resources; iv) Maintain close coordination with the reporting manager, RSPN for IHSS/SD Project and seek technical assistance on the field issues for an effective implementation of social mobilization activities; v) Ensure that all the project staff attends the training sessions imparted by RSPN on social mobilization tools and techniques for session delivery and the use of Information, Education and Communication (IEC) materials; vi) Ensure timely implementation of the monthly action plan(s) at RSPs level; vii) Report to the line manager of RSPN for Project on project's activities, i.e. planning of activities and sharing progress as per agreed timeline etc. viii) Ensure that the RSP district in-charge(s) will support the social mobilization staff in the liaison, selection and identification of targeted communities. <p>B. Capacity Building</p> <ul style="list-style-type: none"> i) Build the capacity of districts teams for the quality training of community resource persons for community mobilization and support for service delivery; ii) Regular on job capacity building of the project staff to enabling them for effective implementation of the project; iii) Identify gaps/areas of technical support during implementation of social mobilization activities and provide support for its fulfillment; iv) Ensure that the technical advice provided by RSPN's management is followed by its relevant project staff. 		

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C. Liaison & Coordination

- i) Have strong coordination with the consortium partners, provincial stakeholders for project implementation and keep them update on project activities;
- ii) Liaise closely with district level implementing RSPs and Government Departments, i.e. Khyber Pakhtunkhwa health department/line agencies, and other private organizations for the service delivery in the target districts of the Project;
- iii) Facilitate the monitoring visits of the donor;
- iv) Ensure cordial working relationship with health and other line agencies/NGOs working in the district through RSPs District Teams.

D. Monitoring, Reporting and Documentation

- i) Prepare a comprehensive monitoring plan with measurable indicators and carry out quality assurance activities and progress on the agreed indicators;
- ii) Provide support in data collection and documentation of the progress, lessons learnt, case studies etc. and share the information as and when required by RSPN.
- iii) Produce and submit to RSPN Senior Management a high quality progress report on monthly & quarterly basis as per reporting format of the project. In addition, a concise report on weekly basis needs to be submitted to RSPN on an agreed format for internal purpose;
- iv) Ensure that all stages of project activities are documented in shape of reports, briefing and presentation and are submitted to RSPN;
- v) Ensure timely submission of a financial report by RSPs on monthly basis to RSPN in line with the standard format provided by RSPN Finance Section.
- vi) Any other task assigned by the Supervisor/Management.

3.0 Required Qualifications, Skills and Experience

Qualification and Experience: Masters or higher degree in Development Studies/Social Sciences or other relevant disciplines from a reputable university. S/he must have at least five years' relevant working experience in designing and managing large scale health projects/programs.

Knowledge and Skills: Advance knowledge and understanding of health related issues in Pakistan, particularly related to MNCH, WASH, family planning and routine immunization in the light of SDGs.