

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

<b>JOB DESCRIPTION</b>		<b>HR#002</b>
<b>1.0 Position Summary</b>		
1.1 Position: Project Assistant	1.2 Department/Project: Strengthening legal empowerment in rural communities through community based Paralegals	
1.3 Category/Grade: S-1	1.4 Duty Station: Islamabad with frequent travel to project districts in Punjab and Sindh	
1.5 Reporting to: Project Manager, RSPN-FOSI-LE (Punjab)		
<b>2.0 Job Responsibilities</b>		
<p>The Project Assistant will be responsible for following:</p> <ol style="list-style-type: none"> <li>1. Capacity building of district teams through mentoring sessions during the field visits;</li> <li>2. Ensure follow up of cases, advices, awareness sessions and record keeping of project reports and documents;</li> <li>3. Data management of project including client and paralegals profiles;</li> <li>4. Prepare and update briefs, records and other documents on project implementation;</li> <li>5. Ensure that the project MIS is updated regularly;</li> <li>6. Prepare case studies related to Gender, women and legal empowerment;</li> <li>7. Any other official task assigned by the Supervisor/Management.</li> </ol>		
<b>3.0 Required Qualifications, Skill and Experience</b>		
3.1 Education: Bachelor's degree in Development Studies or Social Sciences from a recognized University.		
3.2 Skills: Strong writing, record keeping, analytical, training, communication and data management skills. Candidate must have deep understanding about local culture, human and women rights. Candidate must have proficiency in English and Urdu languages.		
3.3 Experience: Minimum 2 years of relevant experience.		