

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Programme Officer Special Projects	1.2 Department/Project: RSPN-Core	
1.3 Category/Grade: Professional-1	1.4 Duty Station: Islamabad with frequent travel to the programme areas across Pakistan	
1.5 Reporting to: Manager Special Projects, RSPN		
2.0 Job Responsibilities		
<ol style="list-style-type: none"> 1 Assist Manager Special Projects Wing in identification of potential opportunities, preparation of concept notes and proposals for potential projects; 2 Track progress of all ongoing RSPN projects; 3 Review progress reports prepared by Project Managers and submit to the Manager SPW for approval and onward submission to the donors; 4 Review project completion reports prepared by Project Managers and submit to the Manager SPW for approval and onward submission to the donors; 5 Support Project Managers in the preparation of project closeout plans; 6 Prepare monthly management reports for all RSPN projects and submit to Manager SPW for approval and onward submission to RSPN's management; 7 Interact with RSPs and other partners for above activities at appropriate levels, as instructed by Manager SPW. 8 Maintain necessary records for all RSPN projects; 9 Liaise with Project Managers for timely submission of compliance checklists for all RSPN projects to Manager Compliance, RSPN; 10 Support Project Managers in maintaining Project MIS; 11 Act as a custodian of RSPN's Grants Management Manual and ensure its implementation and revisions (when needed); 12 Any other task assigned by the Supervisor. 		
3.0 Required Qualifications, Skills and Experience		
2.1 Education: Master's or equivalent degree in Social Sciences, Development Studies or relevant field from a reputable University.		
2.2 Skills: Knowledge and understanding of poverty dynamics and development issues in Pakistan; ability to speak and write English effectively; Proposal development and Project Management skills; Self-motivated, team player and action oriented; Ability to forecast conditions and plan appropriate course of action.		
2.3 Experience: Minimum of 03 years of relevant experience in development sector.		