# JOB DESCRIPTION

## 1.0 Position Summary

<table>
<thead>
<tr>
<th>1.1 Position: Project Manager</th>
<th>1.2 Department/Project: Empowerment of Adolescents/Youth through Life Skills Based Education (LSBE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3 Category/Grade: Management-4</td>
<td>1.4 Duty Station: Islamabad with frequent travel to Badin and Qambar Shahdadkot districts in Sindh</td>
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<td>1.5 Reporting to: Specialist Social Sector, RSPN</td>
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## 2.0 Job Responsibilities

1. Coordination with UNFPA’s focal person for development of toolkit on LBSE on Sexual Reproductive Health and IEC material to be given to community;
2. Planning of the project activities to ensure that all agreed activities and targets have been included in the plan and ensure that field teams have required resources for the implementation of the project;
3. Provide guidance to project teams of implementing partners based at Badin and Qambar Shadadkot for implementation of the project as per approved document and work plan and ensure that all agreed targets have been achieved within given time period and agreed financial resources;
4. Provide technical support to implementing partners for training of adolescent and youth champions and community notables for promotion of rights of adolescents and youth;
5. Undertake field visits and provide on job guidance and support to field teams for implementation of the project;
6. Facilitate the monitoring visits of donor;
7. Ensure the implementation of recommendation/guidance provided by RSPN and UNFPA’s colleagues;
8. Documentation of the success stories on different aspects of the project;
9. Provide technical guidance to project teams of partner RSPs for gender integration in project activities at all levels;
10. Ensure compliance to donor’s as well as RSPN’s programmatic and financial guidelines for management of project;
11. Ensure visibility of project as per donor’s guidelines;
12. Liaison with other national and international organizations working on adolescent and Youth issues, learn good practices and replicate in the project;
13. Coordination with concerned government authorities and brief them about project progress and seek their advice to improve performance;
14. Prepare quality project progress reports on donor formats for onward submission to the donor;
15. Any other assignment given by the Supervisor/Management.

## 3.0 Required Qualifications, Experience and Skills

### 3.1 Education: Masters or higher degree in Social Sciences, Development Studies or other relevant disciplines from a recognized University.

### 3.2 Experience:

- Minimum of five years of experience in the development field with at least three years’ experience at management level positions.
- Candidate shall have some experience of projects related to Adolescents and Youth.
- Experience of working with RSPs will be an advantage.

### 3.3 Skills:

- Excellent project management and team management skills.
- Knowledge and understanding of the child rights and issues faced by Adolescents and Youths for their rights especially sexual and reproductive health rights.
- Ability to work under pressure and to adapt to changing requirements and to balance conflicting demands.
- Excellent written and verbal communication skills in English and Urdu. Familiar with Sindhi language.
- Solid working knowledge of Microsoft Office.
- Self-motivated, team player and action oriented.