**JOB DESCRIPTION**

1.0 Position Summary

| 1.1 Position: Documentation & Reporting Officer | 1.2 Department/Project: Balochistan Rural Development and Community Empowerment (BRACE) Programme |
| 1.3 Category/Grade: Professional-2 | 1.4 Duty Station: Islamabad with frequent travel to the Programme areas in rural Balochistan districts |
| 1.5 Reporting to: Programme Manager, RSPN-BRACE |

2.0 Job Responsibilities

The main duties and responsibilities of Documentation & Reporting Officer will include:

i. Assist the Programme Manager in preparation of donor progress and need-based reports and presentations
ii. Prepare monthly, quarterly and annual management reports
iii. Compile data on the Key Performance Indicators for BRACE implementing partners and draft KPI report
iv. Do regular documentation of case studies, lessons learnt and BRACE knowledge products
v. Keep trail of all relevant documents of the RSPN BRACE Programme.
vi. The DRO will keep close liaison with field teams and provide technical backstopping in proper record keeping, documentation and preparation of activity reports.
vii. She/he will pay regular visits to the project area for interviewing beneficiaries and collecting primary information for case studies. DRO will be required to submit field visit report to the Programme Manager as per RSPN policy.
viii. The DRO will be responsible for filing all necessary programme records/ documents and maintain proper files for all records.
ix. Develop regular updates on the programme activities and share on official social media sites.
x. She/he will be responsible for timely preparation of periodic progress reports on given format to be presented to the RSPN management and donor.
xii. Assist the Communication Officer in updating RSPN website, BRACE website and official social media sites of RSPN on regular basis.
xii. Prepare meeting minutes and visit reports as required by the Supervisor
xiii. Any other assignment assigned by the Supervisor

3.0 Required Qualifications, Experience and Skills

3.1 Education: Master’s degree or equivalent degree in Social Sciences, Management Sciences, Development Studies or other relevant disciplines from a reputable university.

3.2 Experience: Minimum 2 years of relevant experience.

3.3 Skills:
- Good communication and writing skills, proficient in computer and data management related skills.
- Computer Proficiency: Excellent skills with Microsoft Word, Microsoft PowerPoint and data management related skills.
- Excellent reading and writing skills in English and Urdu. Knowledge of any of local languages in Balochistan would be additional advantage.