

## TERMS OF REFERENCE

### FIELD OFFICER (2 positions)

Vacancy Code: FO-ICT-003

Location: Islamabad.

### 1. Organisational Context

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Group Development Pakistan is a Pakistani Non- Governmental Organization working in promoting child rights in Pakistan with a specific focus on Child protection since 2012.

### 2. Role Summary

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The **Project Officer** will assist in the implementation of the designated project as per projects documents. S/he will work in compliance with project logical framework, workplans & budget and will contribute to coordinating & assessing the results and measure the impact of project activities.

### 3. Essential Duties and Responsibilities

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The **Field Officer** will be delivering the tasks outlined in the role summary in collaboration with GDP team:

- Participate in designing concept notes/proposals of projects with senior management
- Assist in implementing activities as per project logical framework, work plan & budget
- Update project monitoring tools on monthly basis & keep management updated on project results
- Participate in results/impact evaluation (based on the indicators developed for the project)
- Develop/build and maintain linkages with representatives of local partners and project stakeholders and maintain up-dated contact lists
- Any other official task as deemed relevant and necessary by the management.

### Reporting

- Report activities according to the organization's procedures and formats of the organisation
- Submit reports on monthly basis to management and donors as per donor's reporting schedules and formats
- Regularly provide/write human interest stories in conjunction with the team at large and in particular with the Communications Officer
- Any other official task as deemed relevant and necessary by the management.

### 4. Qualifications, Experience and Skills

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- **Qualifications:** University degree in Social Sciences/Management with background in project management or equivalent combination of education and experience
- **Experience:** 2 years in a known organisation in the field of project management in the social development sector.
- **Skills:**

## GROUP DEVELOPMENT PAKISTAN

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- Good command over English and Urdu
- Fluency in Pashto is required
- Good listening skills, ability to deal with stressful and challenging situations,
- Result oriented, proactive and creative person able to adjust quickly to cross cultural work environment and personalities.
- Excellent computer literacy
- Gender sensitized and human rights awareness is required
- Good team player

### **5. How to apply**

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Interested candidates are requested to send CV and application at [hr@gdpakistan.org](mailto:hr@gdpakistan.org) not later than 10<sup>th</sup> May 2020 and clearly mentioned vacancy code and Skype ID in their CV. Women, gender-variant persons, minorities, differently abled persons who fit the criteria are encouraged to apply