



GROUP DEVELOPMENT PAKISTAN

TERMS OF REFERENCE FIELD OFFICER Vacancy Code: FO-LHR-004

Location: Lahore

1. Organisational Context

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

2. Role Summary

The **Field Officer** will provide relevant support in day-to-day management to their line manager in general and support senior management in developing and maintaining contacts between the beneficiaries, local organizations, and stakeholders. They will conduct field activities and closely coordinate with the community and share feedback to the immediate supervisor, conduct follow-ups and regular monitoring visits.

3. Essential Duties and Responsibilities

The **Field Officer** will be responsible for the above-mentioned tasks in collaboration with their line manager in the project intervention area with regard to the activities of GD:

Field Work

- Mobilize communities and various relevant stakeholders to seek their support for the effective execution of the project activities.
- Organize sensitization and learning activities with various stakeholders including community members and children
- Following up beneficiaries pre and post assistance results and help identify remedial
- Building linkages between beneficiaries, relevant governmental departments, and GDP Head Office.
- Identifying local organization and community members for potential collaborations
- Facilitate various visits, execution of surveys, researches, and program evaluation activities at the field level.
- Identify potential risks for timely mitigation and smart practices for adoption and replication.
- Contribute to the development of awareness materials and key messages for project beneficiaries

Reporting & Documentation

- Submit field/activity and progress reports as per timeframe, procedures, and formats
- Regularly provide material for success stories in conjunction with the team and Communications Officer
- Maintain field activities related to data in soft and hard.
- Any other official task as deemed relevant and necessary by the management.

4. Qualifications, Experience, and Skills

- **Qualification:** Bachelors degree

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- **Experience:** At least 2 years experience in community mobilisation in the development sector
- **Skills:**
 - Good command over **PUNJABI** is essential (written and oral)
 - Good oral communication abilities, ability to deal with stressful and challenging situations, result oriented, proactive and reactive person able to adjust quickly to cross cultural work environment and personalities.
 - Basic computer skills - Microsoft office and excel skills.
 - Personnel management skills and experience
 - Ability to travel in field areas
 - Writing skills both Urdu and English
 - Ability to motivate and influence others
 - Sensitivity to gender, human rights awareness, and other social issues in Pakistan
 - Gender sensitized and human rights awareness is required
 - Supports and practices 0 tolerance for violence and discrimination
 - Team player

5. How to apply

Due to urgency the position needs to be filled at earliest. CVs will be reviewed on rolling basis and filled before the deadline. Interested candidates are requested to send CV and application to hr@gdpakistan.org at earliest clearly mentioning vacancy code in the subject title of the mail. Women, gender-variant persons, minorities and differently-abled persons who fit the criteria are encouraged to apply.