

TERMS OF REFERENCE CAPACITY BUILDING COORDINATOR Vacancy Code: CBC-ICT-001

Location: Islamabad.

1. Organisational Context

Group Development Pakistan (GD Pakistan) is a Pakistani non-profit organization registered under Society's Act 1860. GD Pakistan believes in a democratic and humanistic society in which the most important stakeholders-children-are acknowledged, respected and protected from violence, abuse and discrimination. GD Pakistan follows a holistic, child focused and human rights-based approach

2. Role Summary

Under the leadership of Program Manager, the **Capacity Building Coordinator** will be responsible to lead the all capacity building initiative of GDP. S/he will work in compliance with project logical framework, workplans & budget and will assess the results and measure the impact of project activities related to capacity building. He/she will also manage the coordination with external relevant stakeholders such as universities, institutes, educational boards, youth groups, child protection departments, Bar associations and police departments etc.

3. Reporting

Line Manager: Program Manager

Key Internal Stakeholders: ED, Head of Finance & Operations, Program Coordinators, HR Manager, Communication Manager, Field & MEAL Team

4. Essential Duties and Responsibilities

The **Capacity Building Coordinator** will be delivering the tasks outlined in the role summary in collaboration with GDP team:

- Manage and oversee capacity building component activities implementation, design, and delivery for all capacity building-related activities targeted at capacity development of non-governmental and Governmental partners
- Lead and provide technical direction/technical assistance in activity planning for capacity development component
- Lead and supervise the upgradation of resource material including training modules and manuals etc.
- Design and participate in monitoring, evaluating, and periodic reporting related to capacity building
- Serve as a liaison to partners in the field, including government officials and local organisations
- Coordinate with appropriate stakeholders in all aspects of capacity building activities planning, monitoring, and implementation
- Develop and participate in trainings follow up mechanism.
- Managing the documentation and reporting of the activities arranged as part of the capacity building program

- Work closely with selected local partners to ensure adequate capacity is built in various areas of the program.
- Conduct training need assessments, wherever required.
- Develop training guidelines and procedures for GDP's projects and programme teams; and train them on develop mechanism
- Conduct training or training of trainers for relevant stakeholders;
- Support and enhance technical capacity of the program team in the methods of community participation/ mobilization that ensure the greatest possible outcomes for target groups;
- Work closely with the MEAL team in identifying weaknesses and capacity building requirements from the field for coordination meetings with stakeholders & remedial;
- Prepare and implement project wise capacity building plan along with a plan for training of national staff and on the job training;

Reporting

- Reporting of activities according to the organization's procedures and formats of the organisation/ do
- Report to the immediate supervisor on monthly basis and as per agreed time frame and format
- Any other task assigned by Line Manager or GDP Senior Management Team.

4. Qualifications, Experience and Skills

- **Qualifications:** Bachelors degree in Social Sciences/Management or equivalent combination of education and experience with proven experience in managing national level capacity building projects.
- **Experience:** 3 years in a known organisation in the field of capacity building in the development sector.
- **Skills:**
 - Excellent command over English and Urdu is essential (written and oral).
 - Good listening skills, ability to deal with stressful and challenging situations, very autonomous and able to conduct positive criticism and self-evaluation;
 - Team player
 - 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
 - Supports and practice Zero tolerance for violence and discrimination

Core Competencies

- Communication
- Interpersonal
- Coordination
- Report writing

5. Key Performance Indicators

- Timely Submission of Reports
- Delivered trainings session as per projects work plan
- Implemented capacity building activities within agreed timeline of the projects.

6. 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.