



# GROUP DEVELOPMENT PAKISTAN

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## TERMS OF REFERENCE Project Coordinator ABA Vaccancy Code: PC-ICT-002

**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 Coordinator** will lead in the implementation of the designated project as per project documents. S/he will ensure compliance with project logical framework, work plans & budget and will assess the results and measure the impact of project activities. S/he will ensure management and donor reporting with stipulated deadlines.

### 3. Essential Duties and Responsibilities

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

#### Project Management

- Participate in writing concept notes/proposals of projects with the management
- Ensure implementation of the projects as per project logical framework, work plan & budget
- Ensure that project's expected results, specific objectives, and overall objectives are achieved
- Update project monitoring tools on monthly basis & keep management updated on project results
- Follow up on events: keep updated contact lists of relevant partners including donors, and participants
- Provide technical inputs to all components of the project like training, communications, monitoring, operations and play a central role for smooth implementation of the project.
- Coordinate with all the departments involved in the workings of the project at hand
- Participate in results/impact evaluation (based on the indicators developed for the project)
- Ensure compliance with GD procurement policy and obtain quotations, analyze and make recommendations to the management.
- Develop/build and maintain linkages with representatives of local partners and project stakeholders including media, line agencies, civil society and international organizations, religious clergy, and political representatives.
- Provide tailor-made technical input when requested by the Management/Partners
- Establish a network in collaboration with civil society, local and international organizations
- 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



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- Develop and submit monthly, quarterly, and annual reports to management and donors as per donor's reporting schedules and formats
- Regularly provide/write human interest stories in conjunction with the team and Communications Officer

### Team Management

- Prepare monthly, quarterly work plans for staff and monitor their performance
- Maintain regular feedback/follow-up system with staff and beneficiaries in the field/office.
- Provide technical guidance to all the team members when required

## 4. QUALIFICATIONS AND SKILLS

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**Qualifications:** Bachelors degree in Social Sciences/Management with background in Project Management or equivalent combination of education and experience

- **Experience:** 3 years in a known organisation in the field of social development/NGOs

### Skills:

- Excellent command over English and Urdu and Pashto for Peshawar based position is essential (written and oral).
- Interpersonal communication skills, ability to deal with stressful and challenging situations, very autonomous and able to conduct positive criticism and self-evaluation, result oriented, proactive and reactive person able to adjust quickly to cross cultural work environment and personalities.
- Team building abilities
- Excellent computer literacy
- Gender sensitized and human rights awareness is required
- Willingness to travel to different project areas independently for facilitation and oversight of the programmatic activities

## 5. How to apply

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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](mailto:hr@gdpakistan.org) at earliest and 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.