GROUP DEVELOPMENT PAKISTAN

TERMS OF REFERENCE
FIELD OFFICER (2 positions)
Vacancy Code: FO-ICT-003

Location: Islamabad.

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

3. Essential Duties and Responsibilities
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 plans & 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-to-date 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

- **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

- 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

Interested candidates are requested to send CV and application at hr@gdpakistan.org not later than 10th 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.