

# GROUP DEVELOPMENT PAKISTAN

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## TERMS OF REFERENCE Project Associate Vacancy Code: **PA-ICT-001**

**Location:** Islamabad

### **1. Organisational Context**

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Group Development Pakistan (GDP) is a leading non-governmental organization dedicated to promoting and protecting child rights in Pakistan since 2012. To create sustainable social change, GDP engages in child, culture & gender sensitive, eco-friendly, creative, participatory as well as evidence-based initiatives such as legal and policy reform, stakeholder engagement, technical support, capacity-building, research and service delivery.

### **2. Role Summary**

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The Project Officer will be based in Islamabad and will work directly under the supervision of the Project Coordinator to support the planning and implementation of the TLN 2025 initiative. This role is instrumental in ensuring the smooth execution of day-to-day project operations, particularly around coordination, scheduling, documentation, and stakeholder engagement.

The Project Officer will assist in the delivery of capacity-building workshops, regional meetups, and digital sessions. They will coordinate with trainers, mentors, and field staff, maintain accurate project records, and monitor activity timelines and key performance indicators (KPIs). The role includes responsibilities for supporting logistics, digital facilitation, data collection and analysis, application processing, and donor reporting. A strong focus will be placed on ensuring quality implementation, technological readiness for virtual engagements, and the systematic tracking of participant progress, certification, and resource management.

### **3. Key Duties and Responsibilities**

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

- Provide operational and administrative support to the Project Senior Officer in the day-to-day coordination and implementation of TLN 2025 project phases, based in Islamabad.
- Assist in organizing and facilitating capacity-building workshops, regional meetups, and other project events to ensure smooth execution and participant engagement.
- Monitor project progress against established timelines and key performance indicators (KPIs), ensuring timely completion of deliverables.
- Maintain accurate and up-to-date records of participating organizations, training completions, and Community Action Plan (CAP) statuses.
- Coordinate with trainers, mentors, and field teams to ensure efficient planning and delivery of scheduled activities.
- Contribute to the application screening process and manage data entry from surveys and feedback tools.
- Provide logistical and administrative support for travel, venue setup, and documentation for events

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including ToTs, digital sessions, and the closing event.

- Assist in drafting donor reports and compiling documentation related to project outputs and impact.
- Support the collection, analysis, and reporting of baseline and end-line survey data to inform project learning and reporting.
- Facilitate the shortlisting process for participating organizations, youth leaders, and media associates.
- Liaise with expert trainers to schedule and coordinate digital learning sessions.
- Ensure seamless technical delivery of virtual sessions, including managing access, setup, recordings, and participant support.
- Monitor participant attendance, engagement levels, and troubleshoot technical issues during live sessions.
- Conduct follow-up with participants regarding certifications (e.g., SBCC e-modules), ensuring timely completion and documentation.
- Organize and maintain a digital repository of training session recordings and learning resources for future reference and reuse.

### **4. QUALIFICATIONS AND SKILLS**

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**Qualifications:** A bachelor degree in Social Sciences, Law, Management, or any related field is required. A Masters degree in Project Management, Public Administration, or a relevant discipline is preferred.

#### **Experience:**

- Minimum of 2 years of experience in community engagement, youth development, or working with grassroots or community-based organizations, preferably in a gender-responsive or rights-based framework.
- Hands-on experience in organizing workshops, trainings, or community events (in-person and virtual), including logistics and documentation.
- Experience working with multiple stakeholders, such as NGOs, trainers, mentors, and field teams.
- Proficiency in managing digital platforms for virtual sessions (e.g., Zoom, Teams), including troubleshooting and participant engagement.
- Prior experience contributing to donor reporting, maintaining project records, and supporting outreach or shortlisting processes

#### **Skills:**

- Ability to support day-to-day implementation of project activities, manage timelines, and ensure smooth workflow under guidance.
- Skilled in organizing and supporting the delivery of workshops, trainings, and virtual sessions, including logistical arrangements.
- Strong verbal and written communication skills in English and Urdu; capable of coordinating with diverse stakeholders including trainers, participants, and partner organizations.
- Comfortable using digital collaboration tools (e.g., Zoom, MS Teams, Google Workspace), managing session recordings, and supporting tech troubleshooting during live sessions.



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- Demonstrated ability to work as part of a cross-functional team, providing consistent support and coordination under supervision.
- Ability to respond to day-to-day challenges in real-time, particularly in event delivery and digital engagement.

### 5. How to apply ?

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Interested candidates should [Apply Here](#). by **July 6<sup>th</sup>, 2024** Candidate not following the instructions will be automatically disqualified, Women, gender-variant persons, minorities, and differently abled persons who meet the criteria are strongly encouraged to apply.