

Job Description – Program Assistant

Minimum Educational Qualification: Bachelor/ Masters in a relevant /complementing field

Minimum Experience: 5 Years for Bachelor/3 years for Master

Location: Peshawar

Responsibilities/expectations of Program Assistant are:

- Ensure that project is implemented effectively and required technical support is extended to the district teams in a good quality standards and ensuring consistency of the work in accordance to the project goal and objectives;
- Assist with developing/updating DRR/DP specific monitoring tools; questionnaires for baseline, beneficiaries' evaluation, KAP surveys, needs assessment, Project SOPs (Standard operational Procedures) and other likewise materials.
- Assist immediate supervisor/line manager in developing operational plans on weekly and monthly basis and reviewing activities at district and provincial level periodically.
- Develop progress reports periodically to line manager, in order to ensure the provision of accurate and updated information;
- Identify project specific available material on DRR/DP on internet and with other INGO/NGOs, government authorities etc.
- Review and update DRR/DP Manuals and share feedback/update accordingly and delivering or supporting the delivery of trainings on DRR. Ensuring that district teams have been properly taken in loop while reviewing and updating the materials.
- Undertake random and specific field support visits; extend support in project implementation to the district teams as per action plan and highlight the gaps and suggest steering measures.
- Facilitate and organize field visits of various stakeholders at field sides for effective implementation and support to ensure sustainability; ensure required coordination and follow up with district teams in this regard.
- Interaction with communities, stakeholders, clusters and DRR forum etc. Ensure the same at district level through the district teams.
- Supervise beneficiary identification, selection and finalisation process and extend possible support to the district teams for it. Identify gaps in it and suggest changes if required
- Help and assist in district teams capacity building, especially on mentoring and coaching mechanism, gender, inclusion and Government Planning processes
- Ensuring proper documentation, data accuracy, verification and authenticity.

- Make periodic visits to other implementing agencies, government authorities and local government offices for sharing best practices and to avoid duplications.
- Ensure submission of progress of project to NDMA/PDMA regulations (or any other regulatory authority); 3 Ws and 4 Ws update as per cluster requirements.
- Adherence and compliance of donor visibility guidelines and requirements
- Any other task assigned by the supervisors.