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## Job Description – Coordinator (Islamabad)

***This vacancy is required to be filled on urgent basis and CVs will be reviewed and candidate will be selected on rolling basis.***

<b>Minimum Educational Qualification:</b>	Masters in Developmental Sciences, Economics, Media & Communication or relevant /Complementing field
<b>Experience:</b>	<b>Fresh graduate OR maximum of 1 years' experience</b>
<b>Location:</b>	Islamabad
<b>Gender:</b>	Both Men and women can apply <b>“Women will be given preference”</b>
<b>Salary:</b>	<b>Between PKR 30,00 to 35,000/month with taxes</b>
<b>Positions:</b>	<b>One</b>

Responsibilities/expectations of Coordinator is:

- Assist supervisor and seniors at Islamabad and Field Offices to develop/update specific monitoring tools; questionnaires for baseline surveys, beneficiaries' evaluation, Pre & Post KAP surveys, needs assessment, Project SOPs (Standard operational Procedures) and other likewise materials.
- Follow up on Detailed Implementation Plan (DIP) with district teams.
- ***Field visit to all project districts for monthly progress review meetings, baseline and EGRA/EGMA survey, teachers training, meetings with provincial stakeholders etc.***
- Assist in preparation of monthly, interim and final technical progress reports in close coordination with field teams.
- Liaison and coordination with I/NGOs, government authorities, line depts and other stakeholders at Islamabad level.
- Make periodic visits to government authorities (like Ministry Of Interior, Economic Affair Division, Saffron to list a few and local government offices for coordination, permissions, submission of progress reports etc.
- Under supervision, ensure submission of progress of project to NDMA/PDMA, UNOCHA (or any other regulatory authority); 4Ws and 5Ws update as per cluster requirements.
- Adherence and compliance of donor visibility guidelines and requirements.
- Under supervision, liaison/coordinate for donor visibility with engaged consultant; work closely with the editors/producers and ensure quality photo documentation of project



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activities for the finished products (including but not limited to photo-essays, short videos, social media posts etc.).

- ***Undertake random and specific field support visits for donor visibility (as explained in above point)*** and to extend support in project implementation to the district teams as per action plan.
- Collection and documentation of case studies, success stories, challenges and mitigation measures
- Assist *in review* of training and any other material, translating material etc.
- Facilitate in preparation of travel NOC documents for donor, HOPE'87 and stakeholders (travel NOC, visit to Ministry of Interior, permissions, coordination with Admin. Dept for logistics etc.).
- To attend multiple forums at Islamabad level like PHF, Clusters, UN forums to list a few.
- To facilitate verification of data of beneficiaries, selection and finalization process and extend possible support to the district teams. Identify gaps and suggest changes if required
- Any other task assigned by the supervisors.

Please send your CV at [hope87.jobs@gmail.com](mailto:hope87.jobs@gmail.com) by **21<sup>st</sup> January, 2022**  
**(Friday) no later than 11:00 AM PST.**