

Program Support Officer (02 Positions)

Location:	Type of Contract	Monthly Gross Salary
Islamabad, Pakistan	HR Contract	Between the range of 60,000 to 110,000 (Depending upon the qualifications/experience upward/downward adjustments can be made)
Starting Date	Application Deadline	Send Application to
01-Nov-2024	20-Oct-2024	hope87.jobs@gmail.com
Duration of initial Contract	Languages Required	Reporting to
01 Year (Extendible)	English, Urdu	National Program Manager

Note: HOPE'87 is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. HOPE'87 does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Responsibilities/Duties:

1. Ensure that all program activities comply with HOPE'87's quality standards and donor requirements.
2. Follow up on program progress, identify challenges, and devise solutions to ensure successful project implementation.
3. Conduct regular field visits to follow up and plan for project activities, provide technical guidance, and ensure objectives are being met.
4. Conduct Institutional Development Assessment (IDA) in the field, gather and analyze data, and collaborate with In Country Partners (ICPs) to develop work plans, tools and based on findings and follow ups to ensure the effectiveness of work plans.
5. Oversee the implementation and follow-up of the six capacities model, which includes management capacity, leadership capacity, gender-focused capacity, innovation capacity, adaptive capacity, and action capacity.
6. Ensure that relevant tools mentioned in work-plan developed subsequently after each training are developed organically by the ICPs themselves, and that ICPs staff are adequately supported through sharing of best practices.

7. Provide coaching support to field staff (if any) and ICPs to enhance their capabilities in program implementation and management and facilitate trainings and capacity building initiatives for field staff and ICPs
8. Prepare and submit regular program and field reports to the National Program Manager, detailing progress, challenges, and recommendations.
9. Maintain accurate records of all program activities, assessments, and follow-ups.
10. Work closely with the National Program Manager, field staff, and ICPs to ensure cohesive program implementation.
11. Maintain effective communication with all stakeholders to ensure transparency and alignment with project goals.

Qualifications:

Education: Bachelor or Master's degree in social sciences, development studies, project management, or a related field. A Master's degree is an asset.

Experience: Up to 3 years of relevant experience in program support, monitoring and evaluation, or a related role, preferably within an NGO or development sector working on a **Community-Led Development** model/approach.

Fresh graduates with a strong academic background in the relevant field or those possessing exceptional skills outlined in these Terms of Reference (TORs) are also encouraged to apply. They will be given a test and would be asked to complete a task or would be given a real-life situation to propose solution around etc.

Required Skills:

- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in data analysis and reporting.
- Ability to work independently and as part of a team.
- Experience in capacity building and coaching is desirable.
- Familiarity with the six capacities model or similar frameworks is an asset.

Languages: - Proficiency in Urdu and English is required.

Other Requirements:

Willingness to travel frequently to field locations, approximately 40% of the time. Field locations include Districts Peshawar, Charsadda, Nowshera, Swabi, Haripur, and Quetta, with travel durations ranging from one day to 3-5 consecutive days.