

TERMS OF REFERENCE

Position:	Coordinator Programme
Department:	Programmes
Supervisor:	Director Programmes
Location:	Islamabad
Contract:	Fixed Term (extendable on performance)

General Scope of Work:

Coordinator Programmes will be responsible for visualizing, planning, and operational management of all the projects under various Programme Portfolio assigned in consultation with the Line Manager. Provide technical support and assistance to the Management in all aspects of program management, designing, coordination, and monitoring. Manage the mobilization and provision on inputs and production of outputs, according to the programme document and the procedures provided. Provide close and regular administrative and technical backstopping to all project/programs' components. Advise Line Manager in the process and creation of programme related publications, reports, research papers, and presentations, ensure that information available to the Management is accurate.

ROLES & RESPONSIBILITIES:

A. Operational (General/Administrative):

1. Ensure compliance with all organizational policies, rules and regulations.
2. Assure that all contractual obligations are adhered to and make necessary contacts and efforts to ensure implementation of required objectives.
3. Resolve/Monitor major administrative issues of the programme and report on progress to the management.
4. Ensure the major deliverables are formally approved by Director Programmes.
5. Identify and utilize strong team members to bring additional experience in programmes.
6. Provide opportunities for team-building & capacity building activities.
7. Will be responsible to prepare the detailed Work Plan of every project/activity for budget approval.
8. Will be able to prepare and present marketing material for uplifting and launching of existing and new projects/programmes
9. Will meet present and potential Donors for building strong business relations
10. Supervise the overall planning of the programme and related project/s activities.
11. Supervise the preparation of project(s) budgets and utilization of approved finances in line with the organizational policies.
1. Will be able to write and supervise quality control reports for publications such as Update, Uptake, Policy Briefs, and Occasional Paper Series
12. Regularly appraise team members working on each programme, built in projects, and provide feedback and support to enable them to do their jobs better.
13. Ensure the supervision of proper hard/soft filing of all documents related to individual activities, as per the organization's QMS guidelines.

B. Functional (Task Specific):

14. Designing, improvement, and growth of each Programme under guidance of Management and as per directions given by the Board of Governors.
15. Developing all process related guidelines, SOPs and checklists.
16. Programme Targets achieved as finalized by the management with good quality of deliverables.
17. Ensure that staff follows the formats and provide the requisite information.

18. Assist in coordinating the evaluations required of the programme.
19. Maintain a repository of information on the client and other stakeholders' interaction with the programmes.
20. Coordinate/supervise all programme related activities and approvals.
21. Review and provide feedback to the communications department on the implementation of communication strategy of the project(s) in Programmes.
22. Coordinate with the HR department and ensure timely hiring of the project teams and team management.
23. Prepare and review Job Specifications for projects and research teams in line with Programme.
24. Review Training and Research design to ensure that it is in line with the project requirements.
25. Review and manage project finances including budgets (overall and recurring budgets).
26. Prepare and submit Quarterly Progress Reports, Annual Project Reports and other required reporting material.
27. Analyse programmes' related developments from time-to-time and provide timely inputs to senior management for informed decision-making.
28. Extend full cooperation to internal/ external auditors during audits and ensure proper follow up on recorded observations/recommendations.

D. Knowledge/qualifications

29. Masters in relevant field (Climate Change, Water related, environment/ information science).
30. Minimum of 5 years practical experience in managing large, multi-stakeholder project. Experience in INGOs/donor agencies in the same field will be preferred.
31. Strong writing and intellectual strength to contribute in proposal development.
32. Good understanding of programme concept, its growth and related compatible development.
33. Specific knowledge, experience and interest in Climate Change and Water related development issues, actors, and policy process.
34. Expert knowledge of related components and institutions.
35. Strong interpersonal and team leadership skills – able to motivate, mentor, and liaise and communicate with colleagues at all levels of seniority.
36. Excellent IT and Microsoft Office skills; practical experience with email and internet communication systems (e-conferencing and list serves etc); database management skills.
37. Willingness to travel frequently.