

Job Profile

JOB TITLE: Programme Officer	
LOCATION: Pakistan with Frequent travel to all provinces	JOB FAMILY: Programme
<p>Our Understanding of Peace is; Peace is when people are able to resolve their conflicts without violence and can work together to improve the quality of their lives.</p> <p>Investment, trade and aid can generate significant economic wealth and help support Social development. However, they can also have adverse effects on local communities and economies, undermining peace and even creating or exacerbating conflict.</p> <p>We help companies to assess the risks and impacts of their operations on local Communities, to ensure their activities do not fuel tensions or violence. We advise Governments and international institutions on how to enhance the peacebuilding potential of their economic policies and projects. We also support local communities to shape and benefit from economic development.</p> <p>Job Purpose: This is an entry level post to provide programmatic, research and operational support to the country representative (CR)</p> <p>Job holder will act as hub to deal with the UK based Emerging projects manager and in country programmes particularly research and evidence based work to inform programme direction, this includes regular support to CR in donor contract and relationship management. Job holder will also support CR and other Programme managers in profiling of country programme, learning, bulletins, reports and newsletters.</p>	
<p>REPORTING LINES: Post holder reports to: Country Representative with matrix line to UK based Emerging projects manager. Staff reporting to this post: No</p>	
<p>BUDGET RESPONSIBILITY: No</p>	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Most tasks well defined within objectives set by manager with some routine reactive work in response to requests. • Work patterns are mainly routine. • Problems may vary but do not always need upward referral. • Reactive work requires common sense to make judgments about basic adjustments to own routine but also contributes to improvement of unit's or department's services, procedures and systems. • Impact with all programme departments, planning usually short-term. Occasionally need to influence the team. • Communicates within all departments. • Engagement with programme and research activities of the wider organization. 	
<p>KEY RESPONSIBILITIES:</p>	

- Strengthening country programme profiling and reporting work including regular updates.
- Provide direct support in Research work to support programme teams to identify and promote evidence-informed practices.
- To make arrangements of workshops, meetings and seminars, also take minutes when required or assigned.
- To prepare TORs, contracts and process payments of Consultants and collect, manage database of consultants for various jobs
- To support the CR in project activities, reviewing reports, comments & analysis.
- To support CR in maintenance of any Project including uploading of supporting documents on the database.
- Any other task delegated by Line Manager.

SKILLS AND COMPETENCE:

- University Degree preferably in political sciences/ peace and development/ economies/ social sciences/development studies, preferably internship/experience in research and development, monitoring evaluation and learning with good writing skills. (Fresh candidates can also apply)
- Ability to maintain data bases and strong presentation skills.
- Willing to learn and ensure the practice of Organisation procedures and to be flexible in tasks undertaken.
- Shows enthusiasm for own and team work.
- Good interpersonal and communication skills
- Proficiency in English and Urdu. Local languages desirable.
- Good Computer skills.
- Self-management skills with the ability to manage conflicting priorities.
- Good Interpersonal skills
- Demonstrated commitment to ensuring gender and diversity issues, aspiration to peace building work addressing programme planning, implementation and evaluation.

This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder.

Please send your CV and cover letter to: **ia.jobs.pk@gmail.com**.
Last date of submission is **22nd of June, 2014**

Please also mention the expected salary in the email.