

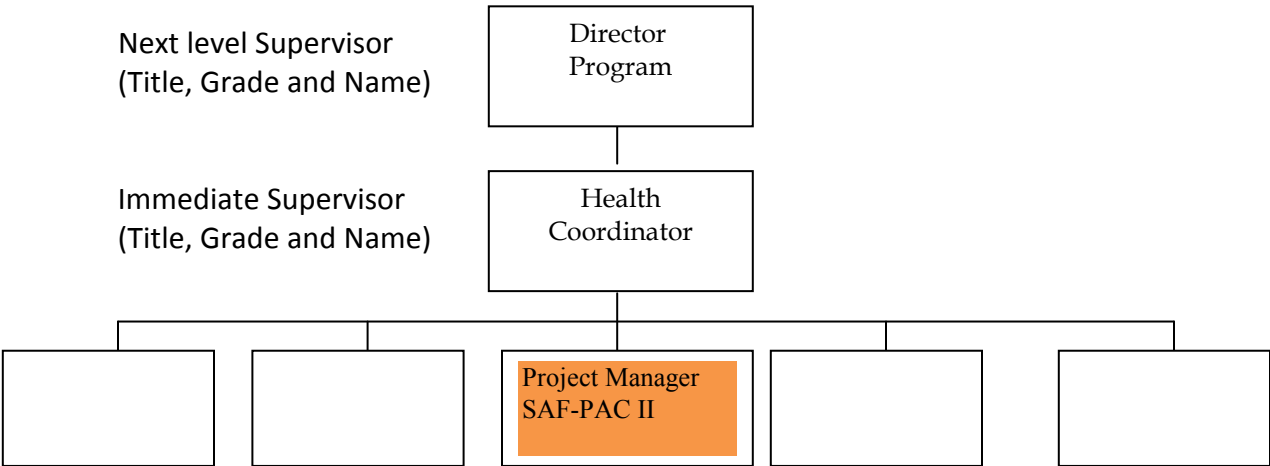
**CARE Pakistan
POSITION DESCRIPTION**

Please Check One: New Revised No Changes

Position Title: Project Manager SAF-PAC II	Department/Country: Program
Incumbents Name:	Date Submitted to HR: 25 th Feb, 2013
Current Grade ():	

ORGANIZATION

Complete the organization chart below or ensure an organization chart is attached. Ensure that all grades are shown for each position shown on the organization chart.



I. Job Summary:

Within the country’s social, cultural and religious context it is vital for this position to be highly aware and have rich experience of undertaking Sexual and Reproductive health project activities at community level. This post will be responsible for not only managing smooth running of the project activities but will also be keeping a watchful eye for ever changing politico-religious communal attitudes in terms of designed program activities using all the experience. The incumbent is required to measure and strategize for mitigating the risk factors and translate tentative assumptions into appropriate preparations as coping mechanisms. This post will also be responsible to provide clear and experienced guidance and directions for generating results over the project goals.

II. PROJECT PROFILE :

Health is one of the three major thematic program areas of CARE International Pakistan (CIP). CIP places special emphasis on investing in women and girls understanding that in addition to poor health systems, gender discrimination, social exclusion, and barriers to economic and

socio-political participation, reinforce the vulnerability of women and girls. These factors deny women their right to adequate reproductive health care, particularly access to family planning services and safe abortion (SAC) /post abortion care (PAC). CARE in Pakistan is taking up the initiative for the same rights to be delivered through the successful global experience of RAISE 1 and is going for pilot implementation of RAISE 2 in Muzafargarh (district of South Punjab) to address the unmet needs of the communities and build the capacity of the service providers on modern techniques of FP and PAC services in emergencies and desperate needs addressing maternal health including post abortion care (PAC).and safe abortion care (SAC) within the legally, socially and culturally acceptable framework. Behavior change communication, and gender and sexuality are the main stay to address this for a long lasting change.

II. RESPONSIBILITIES AND TASKS:

Job Responsibility #1:

% of Time: 40

Management and Implementation

- Lead and manage all aspects of the SAF-PAC II activities.
- Manage the project team (CARE and Implementing Partner) for quality delivery of their responsibilities
- Support Implementing partner (IP) to conduct mapping of existing SRH services from the community to the health facility and strengthen referral systems.
- Provide technical assistance to CARE staff and partners to conduct baseline assessments and develop M&E plans.
- Work with project team to build capacity of implementing partner/s in the area of SRH, identify training needs, develop training plan based upon needs identified and utilize CARE HQ guided/ agreed training support as appropriate.
- Supervise and manage project staff and technical consultants for project implementation
- Closely monitoring project progress, successes and challenges
- Prepare monthly, quarterly, semiannual and annual reports.
- Develop and contribute to new project proposals

Job Responsibility #2:

% of Time: 20

Partnerships:

- Identify implementing partners for the project and establish MOUs as appropriate
- Develop good working relationship with partner's project staff and its senior management
- Advise implementing partner for sub-grant agreement, budgeting, coordination and field implementation in order to ensure project results are delivered.
- Ensure that implementing partners have all the support required to implement project activities comprehensively.
- In collaboration with the CARE Health Coordinator, support implementing partners in developing their implementation plans, monitor progress and facilitate linkages with key partners in the field and coordinate with CARE Head Quarter (HQ) as needed.

- Support technically Integration for community mobilization activities using tools such as CARE's social analysis and action (SAA) Tool and disaster risk reduction (DRR/EPP) into CARE and IP's staff capacity building as activities phase into different stages.
- Ensure CARE Pakistan's commitments to partnership with CARE US, University of Columbia and others are honored as agreed

Job Responsibility #3:

% of Time: 15

Documentation and Contribution to CARE and Global Learning:

- Document all consolidated reports from IP for reporting to CIP and CARE HQ
- Contribute to CARE International's work to document promising strategies for integrating SRH interventions into CARE's emergency preparedness, response and development programs.
- Participate and present on CARE Pakistan's SRH work in internal and external meetings.
- Work with Program Development and Quality Unit to ensure lessons learned from the project are appropriately documented and disseminated to all relevant.
- Develop research agenda and governance work priorities (at least at district level) for ensuring sustainability of project interventions and prioritization of SRH in government's planning and budgeting

Job Responsibility #5:

% of Time: 10

Linkages building

- Identify appropriate networks and coalition for furthering CIP's strategic goals and priorities particularly in SRH
- Establish and maintain close relationship with District and Provincial level relevant government institutions
- Use linkages and networks to undertake advocacy at provincial and national level for promoting the project and organization objectives of women's health in general and SRH in particular

Job Responsibility #6:

% of Time: 10

Q & A

- Ensure global standards (Sphere, HAP-I) are being maintained Train and build capacity of IPs on quality and accountability
- Ensure the project deliverables are as per the agreed quality
- Develop and undertake initiatives to strengthen quality component in governments SRH service delivery as well as supply chain management

Job Responsibility #7:

% of Time: 5

Perform other duties as assigned by the supervisor

III. QUALIFICATIONS (KNOW HOW)

A) EDUCATION/TRAINING

- MPH with strong SRH working background
- A Medical Degree (MBBS) will be mandatory
- Strong knowledge of SRH in emergencies, the MISP and long term implementation skills

B) EXPERIENCE:

- Minimum of 10 year SRH specific project working
- C-Based projects implementation experience with international donors
- Experience in medium-large scale emergencies is preferred
- Experience in project/program management
- Experience working through local NGO partners
- Financial management
- Experience working with INGO's, National, Provincial and district governments
- Working in Public Private Partnership

C) TECHNICAL SKILLS

- Capacity to develop, implement and analyze health assessments
- develop and implement work plans in emergency and long term settings
- Strong inter-personal communication skills
- Result based demonstrable managerial capacity
- Monitoring and evaluation skills
- Leading diverse teams
- Critical analysis skills

D) COMPETENCIES

- Project management and governance
- Analytical
- Problem solving skills
- Skills in on job training (OJT), monitoring and evaluation of health interventions
- Good oral and written communication skills
- Strong communication skills with the ability to manage information including report writing and presentations
- Negotiations skills

III. CONTACTS/KEY RELATIONSHIPS:

- Ministry of Health, Population and Welfare and District health departments
- SRH networks and working groups
- Internal: Other health programs and projects staff in CARE

V. WORKING CONDITIONS AND LEVEL OF TRAVEL REQUIRED.

The post holder will be based in Project Office Multan.

Incumbent's Signature:

Date:

Immediate Supervisor's Signature:

Date:

Organization Superior Signature:

Date: