



## **Sustainable Peace & Development Organization.**

Sustainable Peace & Development Organization (SPADO) is a non-profit, non-political, and non-government organization. The organization is struggling to provide a peaceful environment to all human beings where they can utilize their potentials for sustainable development. It involves general public, organizations and individuals and operates under Pakistani law without discrimination on the basis of religion, race, color, nationality and ethnicity.

The organization is looking for the following positions to be filled by the experienced individuals for its youth focused project in South Punjab.

### **Project Manager**

Industry:	NGO./Social Services
Functional Area:	Project Management
Total Position:	1
Job Type:	Contract
Job Location:	Islamabad with travel to South Punjab
Report to:	Head Office
Minimum Education:	Bachelor's Degree
Degree Title:	Masters degree in social sciences or any other relevant degree from a recognized university.
Minimum Experience:	3 Years (At least 3-5 years of partnership management, partner led development and direct project management/implementation)
Apply By:	Jun 25, 2014
Job Posting Date:	Jun 19, 2014

### **Job Description**

- \* Provide direction and support to project team to adhere all quality standards during the project implementation and manage the field team.
- \* Prepare advocacy and awareness strategy according to the objectives of the project.
- \* Facilitate and conduct the process of orientation and time to time capacity building of the project team.
- \* Conduct monthly and quarterly reviews of the ongoing project deliverables and initiate a consistent process of lobbying, constituency building and dissemination of findings among relevant stakeholders.
- \* Ensure the smooth and optimum function of the project, using personal initiative to push the project into the future and optimize activities.
- \* Prepare and review budgets of the project on monthly and quarterly basis in consultation with head office.
- \* Oversight of project functioning day to day business advise/ supervise the team in preparation and updating of their monthly work-plans Supervise and approve all monthly staff evaluations.
- \* Create partnerships and mutually beneficial collaboration with other services providers, NGO's and Govt. Departments.
- \* Write all progress reports (summary and narrative) of the projects: Monthly, Quarterly and annual report.
- \* Making and strengthening relationships and networking with relevant institutions, agencies and NGOs by attending meetings, seminars, workshops, events, and other activities; as well as looking to develop, strengthen and grow the project by using personal initiative and creativity
- \* From time to time, the organization may require additional work to that listed above.

### **Advocacy and Networking Coordinator**

Industry:	NGO/Social Services
Functional Area:	Advocacy and Project Management
Total Position:	1
Job Type:	Contract
Job Location:	Islamabad/South Punjab
Minimum Education:	Masters
Degree Title:	Master's Degree in social sciences or any other relevant degree from a recognized University.
Minimum Experience:	3 Years (At least 3-5 years of experience particularly related to youth Engagement, coordination with government, media and NGOs)

Apply By: Jun 25, 2014

Job Posting Date: Jun 19, 2014

**General Scope of Work:**

The Advocacy and Networking Coordinator is responsible for lobbying and campaigning with civil society leaders, religious scholars, government officials, and education department officials to improve access of youth to skill trainings and other capacity building opportunities.

The Coordinator will carry out field related project activities as prescribed in the Project Implementation Process and Project Implementation Guidelines. She/he will act as ambassador for SPADO Pakistan and uphold ethical values prescribed by SPADO and Donor.

**Roles & Responsibilities:**

- \* Follow Social Mobilization Guidelines and Strategy.
- \* Organize events and meetings as prescribed in project work plan.
- \* Maintaining good relations with communities, notables and local contact persons to involve them in project activities and seek their support wherever required.
- \* Properly document field activities on prescribed formats and ensure that necessary information is properly entered in database.
- \* Convey field related problems/issues to district management wherever support is required to address the issues.
- \* Mobilize traditional and social media to build support for the project
- \* Regularly monitor the work assigned to target groups to ensure proper implementation of the same and provide technical inputs and other support wherever required.
- \* Sharing feedback with Project Manager, Field Coordinator and M&E person in periodic meetings.
- \* Use participatory (interactive) approach in the community by inspiring them to become active participants in the project activities.
- \* Review and feedback provided in the staff meetings on process of different departments and suggest changes and conditions.
- \* Prepare and submit periodic field Reports to Project Manager with the objective of transparent Project implementation.
- \* Actively participate in the documentation of all workflows and underlying process followed.
- \* Review monitoring reports received from monitoring focal persons and observe the weak areas observed during field activities.

**Administrative Officer (Youth Center)**

Industry: NGO /Social Services

Functional Area: Administration/Management  
Total Position: 1  
Job Type: Contract  
Job Location: South Punjab  
Minimum Education: Bachelor's Degree  
Degree Title: Bachelors/Master's degree in social sciences or any other relevant degree from a recognized university.  
Minimum Experience: 3 Years (At least 3-5 years of administration and office management)  
Apply By: Jun 25, 2014  
Job Posting Date: Jun 19, 2014

#### **SCOPE**

The Administration Officer reports to the Project Manager and is responsible for taking care of the youth resource center to be established in Bahawalpur. She/he will be responsible for the effective management of the center, facilitating the youth to efficiently access and use the resources and at the same time keep record of the visitors and youth members. The scope of the work also include dissemination of publication and other material and supporting and linking the youth to the resource center and other relevant carrier development opportunities

#### **Responsibilities**

- \* Management of the youth resource center
- \* Management of youth memberships and activities
- \* Efficient management of resources and publication in the resource center
- \* Support the Project Manager in overall implementation of the project
- \* Dissemination of publications and other resources to the youth
- \* Exploring youth outreach activities such as Face book, letters, newsletters and other internet based resources
- \* Supervise administrative services within the municipal office
- \* Manage the filing, storage and security of documents
- \* Respond to inquiries
- \* Manage the repair and maintenance of computer and office equipment

## **Youth Coordinator**

Industry:	NGO/Social Services
Functional Area:	Project Management
Total Position:	1
Job Type:	Contract
Job Location:	Islamabad/South Punjab
Minimum Education:	Bachelor's Degree
Degree Title:	Bachelors/Masters degree in social sciences or any other relevant degree from a recognized university.
Minimum Experience:	3 Years (At least 3-5 years of experience of youth engagement and capacity-building.
Apply By:	Jun 25, 2014
Job Posting Date:	Jun 19, 2014

### **Scope**

The Youth Coordinator reports to the Project Manager and is responsible for administering and delivering programs for youth in the community. The Youth Coordinator will consult with youth and organizations that represent youth to determine their needs and develop programs in response to those needs.

### **RESPONSIBILITIES**

- \* Assess the program requirements of youth in the community.
- \* Communicate with youth to determine their needs and interests.
- \* Communicate with organizations that represent youth to determine needs and interests of youth.
- \* Ensure a variety of sport, recreation, cultural and other programs are planned and implemented.
- \* Ensure program information is available.
- \* Encourage existing organizations to include youth.
- \* Evaluate the effectiveness of programs.
- \* Identify areas where new programs are needed.
- \* Schedule activities, facilities and volunteers as required.
- \* Supervise and lead activities for youth.
- \* Recruit, train and oversee volunteers.
- \* Encourage local youth to participate in regional and territorial programs.

- \* Ensure that youth and youth organizations are aware of available activities.
- \* Coordinate a community relations campaign to promote youth programs.
- \* Arrangements for advertising of youth programs.
- \* Maintain contacts with local, regional and territorial organizations for youth.
- \* Prepare a plan for youth activities.
- \* Record information on and prepare reports concerning youth programs, costs, numbers of participants and equipment and facility use.
- \* Provide monthly and yearly reports about youth programs and opportunities.
- \* Ensure that all programs and activities are implemented according to relevant legislation, policies and procedure.

**“SPADO provides an Equal Opportunity to all equally qualified male & female.”**

Interested candidates should send their CVs at [hr@spado.org.pk](mailto:hr@spado.org.pk) no later than 25/06/2014

Only short listed candidate will be called for test/interview.