



بلال احمر پاکستان

Pakistan Red Crescent Society

Employee Job Description

Job Title:	Project Officer					
No of Positions	01					
Location:	Islamabad					
Department:	Disaster Management					
Reporting to	Program Manager –GRC					
Organization Vision						
Saving Lives, Uniting Peoples, and changing minds for healthy, safe and resilient communities						
Organization Mission						
Leading humanitarian organization of Pakistan, Committed to prevent and alleviate human sufferings by mobilizing the power of humanity through volunteers						
PRCS Fundamental Principles						
Humanity	Impartiality	Neutrality	Independence	Volunteer Service	Unity	Universality
Position Objectives:						
In span of maximum six months, the project aims to strengthen DRMCs/Village organizations in terms of financial management capacity, development of community based early warning systems, mitigating disaster vulnerabilities by implementing mitigation schemes, linking CCA practices to project and development of technical capacity of key stakeholders on CCA/CRM specially DDMU , PMD and Climate change unit.						
Qualification and Experience						
<ul style="list-style-type: none"> • Masters /16 years education in social sciences preferably in disaster management, or in related field from HEC recognized institutions. • Minimum 03 years working experience related to planning ,implementation , monitoring , evaluation , and reporting preferably donor funded projects in DRR/CCA/EWS • Ability to assist in implementation a comprehensive development project • Proven skills in development of data collection tools, data analysis, report writing • Ability to liaise with external and internal actors for organizing different events • Ability to independently coordinate events, meetings, receives, analyze and submit reports. 						
S.No	<u>Specific Duties, Responsibilities, and Accountabilities:</u>					
	<ul style="list-style-type: none"> • Support program manager in coordinating, reporting with PRCS NHQ and WFP and UNDP Islamabad offices. • Assist in planning process for development of appropriate activities, exchange and coordination mechanisms to increase the communities' resilience against climate change and natural disasters through intensive dialogue with communities, • Facilitate in data gathering, data analysis and in development of inputs to publications, 					

	<p>etc</p> <ul style="list-style-type: none">• Prepares various written outputs, e.g. draft background papers, briefs , presentations etc for PRCS senior management• Monitor and analyze programme developments and implementation; review documents and reports; identify problems and issues to be addressed and propose corrective actions;• Assist in implementation of work plans and according to agreed deadlines and to fulfill reporting requirements of donor.• Coordinate activities related to budget and funding (programme preparation and submissions, progress reports, etc) and prepare related documents/reports• Provide substantive support to program manager in arrangement of meetings, conferences, etc., to including proposing agenda topics, identifying participants, preparation of documents and presentations, etc.• Coordinate the results based management planning and reporting process.• Ensure adequate project documentation, archiving of best practices , regular financial and narrative reporting according to agreed deadlines• Performs other duties as required.
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