



Senior Programme Officer
Terms of Reference (TOR's)

Introduction

Awaz-e-Niswan (AAN) is a membership-based non-partisan network, incorporated as a nonprofit with the Securities and Exchange Commission of Pakistan. AAN aims to increase the visibility and influence of women voters and their issues among duty bearers.

AAN is seeking the services of a Senior Program Officer to assist them in generating impactful content and enhancing the visibility of AAN's strategic contributions. SPO is responsible for providing thorough programmatic and operational support to the program unit at AAN. Specific duties will include program design, development of work plans, providing technical support, and oversee the capacity building of partner organizations and AAN members.

Scope of Work

- Representing AAN program at various forums to develop professional networking
- Capacity building of AAN partner organizations and AAN Members. Organize and conduct trainings.
- Develop and implement reporting systems and formats. Prepare & regularly review workplans, review and approve field reports, etc.
- Oversight, critical review, and reporting of project reports and financials in consultation with finance unit.
- Troubleshoot project problems. Identify and implement creative solutions to complex situations.
- Periodic monitoring of projects progress against KPIs. Closely working with Monitoring and Evaluation (M&E) team to ensure that the field has the right tools to monitor progress and make recommendations where project activities may need to be adjusted based on M&E results.
- Prepare timely narrative reports to donors with inputs from field and project teams.



- Develop briefs for policy and advocacy drawing on best practices within the program as well as from similar contexts.
- Actively contribute in designing and developing program proposals including conceptual, methodological, operational, evaluative, and financial components.
- Plan and organize program activities with the partners as outlined in the projects documents
- Regularly coordinate with partners and other field staff to ensure quality projects progress in a timely manner.
- Ensure smooth running of the projects activities in respective districts by providing technical back stopping to the partners.
- Receive and review regular (quarterly and biannual) reports from the partners and finalize the draft reports for onward submission.
- Ensure timely release of funds to partners and effective utilization of allocated funds.
- Providing technical support to partners and field teams to ensure quality programme delivery
- Participation in planning and management periodic forums and provide necessary support to the management.
- Provide logistical support in all programme events.
- Undertake field travel as required
- Carry out any other tasks as assigned.

Required Skills, Qualifications

- University degree in social sciences or related field.
- 5 years' experience in development sector with at least 3 years' in programmm coordination role. Demonstrated experience of working on women's civic education and political participation, program management, working with diverse groups, management of field teams.
- Experience of conducting trainings.
- Experience in supporting in proposal writing, project management, training designs and delivery.
- Demonstrated strong communication skills in English and/or local language(s), report writing, stakeholders management, project management, report writing, trainings design and delivery, remote field teams management and coordination skills.



Awaz-e-Niswan: "A Company set up under Section 42 of the Companies Act 2017"

- Computer literate with experience using Microsoft word, excel, PowerPoint and contemporary office communication tools.
- Budget and variance analysis expertise.

How to apply?

Only FEMALES can apply.

Email your CV and a cover letter to: hr@aan.org.pk . Kindly write 'Senior Program Officer' in the subject line.

(Applications will be reviewed on a rolling basis until the position is filled)