



AWAZ-E-NISWAN

Senior Programme Officer Terms of Reference (TORs)

Introduction

Awaz-e-Niswan (AAN) is a membership-based non-partisan network, incorporated as a non-profit 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 Programme Officer to further the organizational goals and complete program milestones in an efficiently and effectively in collaboration with relevant team members and key stakeholders.

Scope of Work

The incumbent 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 and providing technical support and oversight.

The role will primarily be responsible for:

- Actively contribute to the program development /new initiatives and proposal development process
- Representing AAN program at various forums to develop professional networking
- Serve as primary interface with the ED and the secretariat staff to implement projects. Achieve project requirements within budget, established timeframe, standards of quality, and donor satisfaction.
- Develop and implement reporting systems and formats. Prepare & regularly review work plans, 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.

Other duties as assigned.

Required skills, qualifications and competencies

- A professional with at least 5 years of experience in the development sector having an Master's degree in social sciences or any other relevant discipline, with broad knowledge of development sector and gender. Knowledge and experience of working on women's civic

education and political participation is expected. Significant experience with program management, working with diverse groups, management of field teams, supporting business development process & proposal writing experience preferred.

- Proficiency with Microsoft Office and Excel required. Fluent English with strong written and verbal communication skills are required. Knowledge of political & electoral contexts and gender is essential. Dynamic self starter; highly motivated, comfortable in taking initiatives and able to work with minimum supervision. Women candidates are strongly encouraged to apply.

Period of assignment

Regular employment opportunity with a fixed term contract

How to apply?

Email your CV with cover letter and 'Senior Programme Officer' in subject line by **27**

November 2020 to: HR@aan.org.pk