



## Job Description

<b>POSITION TITLE:</b> Program Manager, Quetta <b>HQ DEPARTMENT or COUNTRY PROGRAM:</b> Pakistan <b>RESPONSIBLE TO:</b> <b>STATUS (Full time, Part time, Temporary):</b> <b>SUPERVISORY CAPACITY:</b>	<b>DATE:</b> February 2011 <b>GRADE:</b> <b>EEO Code:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
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**DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION** (Briefly describe your department's/ country program's core functions or mission)

American Refugee Committee (ARC) International has been working in Pakistan since 2002 providing primary and comprehensive reproductive health and Gender Based Violence (GBV) services to refugees in Balochistan and in district Swat in KPK, primary and comprehensive reproductive health services, Community Development, shelter reconstruction, Livelihood support program and Water and Sanitation in earthquake affected areas. Since 2002, ARC has worked in refugee camps near the western city of Quetta, focusing on providing health care and training members of the community in basic health services. After the massive earthquake of October, 2005, ARC began operating in the northern part of the country, providing emergency health care, supplies, shelter and food aid. Today, ARC is helping disaster survivors in the north and south of Pakistan to recover from the massive 2010 monsoon flooding that affected more than 20 million people.

**PRIMARY PURPOSE OF THE POSITION** (A brief description of the overall purpose of the job; the rationale for why the job exists and how it contributes to ARC's mission and strategic plan.)

To ensure proper financial utilization, staff and record, ensure that project progress is on set pattern and as per deadline and according to ARC vision, mission and objectives.

**MAJOR AREAS OF ACCOUNTABILITY** (List the primary duties and responsibilities of the position as simply, yet completely as possible. Include the average percentage of time spent on the duty/responsibility. Generally there are no more than ten (10) major responsibilities.)

PRIMARY DUTIES/RESPONSIBILITIES	% OF TIME
<p><b>Program Implementation</b>            Guarantee that operational procedures and guidelines are properly implemented.            Implement and maintain verifiable internal financial controls.            Supervise budget and cash flow.            Supervise all personnel and program support activities in the AOR.            Ensure that staff run and report the program according to proposed activities.            Ensure appropriate implementation of HR policies.            Supervise and build capacity for the competencies of all the field based staff.            Ensure appropriate gender, and ethnic diversity within the program team.            Encourage a team culture of learning, creativity and innovation            Ensure proper mechanisms are in place to meet the recovery-related needs of flood-affected populations in three target districts in Balochistan;</p>	50%
<p><b>Technical Assistance</b>            Design ARC's shelter / WASH recovery strategies in the area, as well as objectives, activities and implementation plans;            Regular field visits to ensure appropriate coverage of communities through project.            Highlight and assess new areas in program development and develop proposals for future funding in coordination with the management team in Islamabad/ Quetta.            Develop work plan and monitor progress of in implementation of the set program activities and deadlines.            Ensure quality of supplier deliveries to the field by checking against the samples provided by the vendor.            Close coordination with line departments and other stakeholders in the field to avoid duplication of activities.            Ensure proper orientation of project to communities and ensure community participation in all stages of project.            Provide training, guidance and support to ARC staff regarding programs;</p>	25%
<p><b>Reporting</b>            Provide regular updates to the country management, relevant to the scope of work.            Regular reporting per schedule and as needed            Ensure the M&amp;E component is an integral part of the program activities.</p>	25%

**EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED** (List the important technical and professional skills and knowledge required to do the job well. Include years of experience required.)

- University degree social sciences, urban planning or related area.
- Minimum 4-5 years' experience in Program Management in emergencies or rural environments.
- Familiarity with private, US government, UN and multi-lateral donors.
- Strong organizational, interpersonal, and communication skills.
- Familiarity or experience with SPHERE Standards.
- English fluency required; Urdu a plus.

**KEY BEHAVIORS & ABILITIES** (List the key behaviors and abilities that relate to success on the job that are critical to achieving the position's mission and goals.)

- Ability to work well under unstable security environments, and administrative and programmatic pressures.
- Demonstrated ability and flexibility to adapt to changing requirements.
- Ability to work independently while being a strong team player.