



Job Description

POSITION TITLE: Program Officer, Quetta HQ DEPARTMENT or COUNTRY PROGRAM: Pakistan RESPONSIBLE TO: Program Manager STATUS (Full time, Part time, Temporary): SUPERVISORY CAPACITY:	DATE: February 2011 GRADE: EEO Code: <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>Program Implementation Assist Program Manager in monitoring of ongoing Program activities to ensure the quality and timely implementation of scheduled activities as per agreed objectives especially in line with Logical Framework Analysis, M&E Plan and Implementation Work plan Coordinate with Logistics and operations department Quetta to assure the implementation of field activity plan for the field staff. Prepare monthly work plans for activities in the office/field. Maintain files (hard and soft copies with backups) in an appropriate manner. Develop/maintain improved format for working by adhering to existing policies and processes, maintaining confidentiality and best interest of the organisation and providing feedback on any issues during relevant meetings Assists in implementing community mobilization strategy, maintaining community relations and identifying key issues and reporting to the line manager, Ensure regular and updated supply of Youth club kits and TBA/CHW kits. Supervise GBV Program, Youth Clubs, Learning centre, CHWs, Skill centre; ensure regular and updated supply of Youth club kits, TBA/CHW kits. Assists in the analysis of HIS data in collaboration with Medical Coordinator. Ensure that activities are integrated and meeting specific objectives and are implemented in a consultative, participative and gender sensitive way as per ARC's policies.</p>	50%
<p>Technical Assistance Assist in developing and strengthening monitoring, evaluation and feedback systems including system for internal reporting Assist Program Manager with baseline, participatory analysis, and needs assessment surveys including design, training and implementation of these activities. Participate in the program design and development of concept papers and proposals Provide technical support related to community development initiatives, specifically on project design and reporting</p>	25%
<p>Reporting</p>	25%

Prepare weekly, monthly and other required reports on all project activities as directed by the Program Manager and working closely with M&E to understand and report against the indicators.

Perform any other tasks as may be assigned from time to time by the Program Manager or other member of the SMT.

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.
- Knowledge/familiarity in program areas: e.g. Emergency Response, Community Development, etc
- Good Knowledge and ability to develop Concept notes and Proposals according real needs of those communities who at risk.
- Monitoring and Evaluation skills and good knowledge about Log framework of Project Proposal.
- 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.