



## Job Description

<b>POSITION TITLE:</b> Project Coordinator :Sukkur <b>COUNTRY PROGRAM:</b> Pakistan <b>RESPONSIBLE TO:</b> Senior Program Coordinator <b>STATUS (Full time, Part time, Temporary):</b> Full Time <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 describes your department's/ country program's core functions or mission)

Nearly 17 million people were affected by the flooding disaster in Pakistan. Areas in Baluchistan, Khyber Pakhtunkwa and Sindh ( regions where ARC has operations) were devastated. An important part of the relief effort will be the construction of temporary shelters for the displaced populations.

**PRIMARY PURPOSE OF THE POSITION:**

Project Coordinator will be responsible for overall management and implementation of Sindh project through implementation partners. S/He will be looking after administration, monitoring, procurement, and implementation of the project and appropriate coverage of target communities. Incumbent will ensure progress against intended objective and will make recommendations to ensure the necessary level of quality of project implementation.

**MAJOR AREAS OF ACCOUNTABILITY  
PRIMARY DUTIES/RESPONSIBILITIES**

	% OF TIME
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 <b>Program Implementation</b> <ul style="list-style-type: none"> <li>• In cooperation with the local partners, ensure proper mechanisms are in place to meet the recovery-related needs of flood-affected populations in North Sindh;</li> <li>• Design ARC's shelter / WASH recovery strategies in the area, as well as objectives, activities and implementation plans;</li> <li>• Liaise with donors (in coordination with the Senior Program Coordinator ) to identify funding opportunities available for shelter related programs;</li> <li>• Represent ARC at the Provincial Shelter Cluster in Sukkur and related working groups; and maintain contact with other partners active in the sector;</li> <li>• Regular field visits to ensure appropriate coverage of communities through project.</li> <li>• Highlight and assess new areas work scope and develop proposals for future funding.</li> </ul>	40%
<b>Technical Assistance</b> <ul style="list-style-type: none"> <li>• Develop work plan and monitor progress of partner organizations against the set activities and deadlines.</li> <li>• Ensure quality of supplier deliveries to the field by checking against the samples provided by the vender.</li> <li>• Initiate timely and appropriate implementation through partner of sector activities that will receive donor support;</li> <li>• Close coordination with line departments and other stockholders in the field to avoid duplication of activities.</li> <li>• Ensure proper orientation of project to communities and ensure community participation in all stages of project.</li> <li>• Provide training, guidance and support to own and partner staff regarding programs;</li> <li>• Screen and evaluate the capacity of potential local partners for the implementation of project related activities;</li> </ul>	40%
<b>Reporting</b> <ul style="list-style-type: none"> <li>• Provide regular updates to the country management relevant to the scope of work.</li> <li>• Project completion report and proper handing over to line department.</li> </ul>	20%

**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.