

Program Manager

1. Job Environment

Position Information:

Department:
Regional Office

Reporting Lines:

Report To:
Regional Director

Supervise:

MS FHH
Admin & HR Officer
Account Officer
MER Officer

2. Job Objective

Assist Regional Management for the Management and implementation of the programs/project working within the domain of Program Management Office in the light of the strategic direction of Rahnuma-FPAP

3. Functions of the Position

- Support the Regional management team and PMO staff to make consistent and progressive steps toward organizational and programmatic consistency and sustainability
- Assist Regional Director in Implement of all programs at PMO and FHH level as per Rahnuma's procedure and policies.
- Coordinate with Program and Finance team of Region and PMO for the preparation of Annual Program Budget and ensure effective implementation
- Facilitate in Procurement and store management of office equipment, contraceptive and asset as per rule and regulation of Rahnuma-FPAP.
- Monitor Over all administrations including event management, vehicle management and security matters.
- Coordinate with HR for talent requisition, on job training, leave, attendance and annual performance appraisal as per HR Manual of Rahnuma-FPAP.
- Liaising with Government, Department of Population Welfare Department and other Development Partners/relevant stakeholders as per program/project requirement.
- Monitor and administer the ERP system for timely data entry , validation and further submission as per standard requirement of Rahnuma-FPAP
- Oversee Rahnuma's monitoring and evaluation activities including data collection, validation and timely reporting.
- Coordinate with regional and PMO staff for efficient performance of their tasks and promote harmonious volunteer - staff relationship in the region.

- Facilitate timely availability of funds, IEC contraceptives and other materials necessary for the programme implementation.
- Perform any other tasks assigned by management.

6.Desired Profile of Incumbent Person Specification

1.Education/Qualification:	2.Work Experience & Traits:
Masters in Social Science, Health or Equivalent	5 years relevant experience in social sector