

## Director Adolescent ,Women Empowerment & Poverty Alleviation Program

### 1. Job Environment

#### Position Information:

**Department/Division:** Program Implementation

**Position:** 1

**Placement:** Head Office Lahore

**Donor:** core

#### Reporting Lines:

**Report To:**

CEO

**Directly Supervise:**

Manager Women Empowerment

Manager PAP

**Coordinate With:**

SMT Members at FPAP, HO

Regional Directors

Project Staff

### 2. Job Objective

The Director Adolescent/Women Empowerment/PAP will be responsible for the overall management and implementation of Adolescent/Women Empowerment/PAP to achieve sustainable outcomes of the program in line with the strategic plan of Rahnuma-FPAP.

### 3. Functions of the Position

1. Ensure adherence to overall programmatic implementation, compliance with Rahnuma-FPAP rules and regulations, and the timely submission of all deliverables agreed with donor, including annual work plans, performance monitoring plans, semi-annual reports and annual reports as required.
2. Provide guidance to team for the effective implementation in close coordination with PMO, regional and Head office team.
3. Contributes to the analysis of situations of adolescents and women in Pakistan. Identifies critical issues facing them including their immediate and underlying causes. Documents initiatives underway to address primary concerns of adolescents & women and identifies gaps.
4. Prepares a strategy and plan of action to address concerns of adolescents and women.
5. Network with government and other civil society organizations working in the field of poverty Alleviation, adolescents and women's empowerment.
6. Prepare programmes/ projects for improvement of adolescents & women including requirements for funding, staffing and other inputs.
7. Follows up mainstreaming of gender and youth related concerns in all programmes/ projects supported by FPAP.
8. In close coordination with other department, contributes to preparation of advocacy & BEHAVIOUR CHANGE COMMUNICATION materials on adolescents & women empowerment.
9. Ensure achievement of planned targets of Poverty Alleviation in the light of PAP strategic direction.
10. Ensure that program activities are aligned with the best available local and international evidence and best practice.
11. Strengthen the capacity of all related services and initiate public private partnership to deliver comprehensive, integrated, quality SRH services, with a focus on the interventions relevant to the youth ,women empowerment and poverty alleviation
12. Provide assistance for the development of IEC/BCC material and Manual as and when required as per project requirement.
13. Establish and maintain effective working relationships with consortium partners, implementing organizations, key Government Ministries, Local Government Authorities and other key stakeholders.
14. Manage implementation of monitoring and evaluation processes and reporting according to donor requirements. Identify, monitor and manage any risks to the program's results and suggest mitigation strategies.

15. Manage the project team to ensure the efficient and cost-effective delivery of a high-quality program that produces results.
16. Lead regular management team meetings and project stakeholder meetings to discuss progress.
17. Supervise and mentor staff and conduct regular staff training and appraisals in close coordination with HR
18. In collaboration with the Finance team of HO, lead annual work planning and develop a costed work-plan for each year.
19. Support learning and knowledge sharing across the location, identifying opportunities for collaboration, sharing of resources, and leveraging relationships.

**Special Condition:**

R-FPAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to demonstrate the willingness to sign and the adhere to the IPPF's Code of Conduct and Safeguarding Policies

Rahnuma-FPAP staff must ensure compliance with appropriate safeguarding policies that reflect the standards and commitments in R-FPAP's safeguarding. These include Children & Vulnerable Adults Policy, Code of Conduct, Respect At Work Policy and Raising A Concern Policy from time to time, as well as the relevant local statutory provisions relating to safeguarding children and vulnerable adults'.

Prior to an appointment being confirmed completed background check including three verifies references, Police Check; Identity; Qualifications and experience check.

**4. Person Specification**

**Education/Qualification:**

Masters in Social Sciences/Management with 5 years' relevant experience. Experience and knowledge of project management, analytical skills, report writing and compliance.

**Skills and Attributes:**

**Skills:**

Excellent project management, implementation, monitoring and reporting skills.

- Excellent interpersonal skills with ability to manage a wide variety of diverse relationships using collaborative consultation and communications skills.
- Excellent written and verbal communication skills.
- Knowledge of the status women and youth, their deprivation and right.
- Confident presentation and public speaking skills.
- Proficient in Microsoft office suite applications.

**Attributes :**

- Ability to lead a complex project and partnerships.
- Ability to meet conflicting deadlines.
- Attention to detail.
- Strong time management.
- Cultural knowledge and sensitivity.
- Availability to travel to the field as required.

**Note:** This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans/targets for more specific details