

Program Manager	
1. Job Environment	
Position Information:	Reporting Lines:
Department: Program Management Office	Report To: Regional Director Supervise: Accounts Officer Other officers & Below Officer level staff

2. Job Objective
Assist Regional Office for the management and implementation of the programs/projects working within the domain of Program Management Office in the light of the strategic direction of Rahnuma-FPAP.

3. Functions of the Position
<ul style="list-style-type: none"> • Support the Regional management team and PMO staff to make consistent and progressive steps towards organizational and programmatic consistency and sustainability. • Assist Regional Director in implementation 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, 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,

<p>validation and timely reporting.</p> <ul style="list-style-type: none">• Coordinate with Regional and PMO staff for efficient performance of their tasks and promote harmonious volunteer - staff relationship.• 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 Sciences, Health or Equivalent	5 years' relevant experience in social sector