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| **Project Director-LAD** | |
| **1. Job Environment** | |
| **Position Information:** | **Reporting Lines:** |
| **Department/Division:** Program Implementation  Project: LAD  **Position:** 1  **Location:** Head Office, Lahore | **Report To:**   * Director PMD |

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| **2. Job Objective** |
| The Project Director-LAD is responsible for the management and technical support of a Family Planning (FP) and SRH/PAC Services under LAD project |

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| **3.Functions of the Position** |
| 1. Supervise in implementation of LAD Project in different locations by ensuring adherence to IPPF protocols on quality of care including client flow and infection prevention. 2. Supervise in Procure essential equipment and supplies including MVA kits as per WHO/IPPF safe abortion guidelines, establish a buffer stock of commodities and strengthen the logistics management system at each clinic. 3. Supervise in project budgeting and amendments as per Rahnuma-FPAP financial protocols 4. Supervise in Strengthen referral partnerships with higher level facilities for referring clients with complications that cannot be managed at the clinics. 5. Supervise to ensure the partnering with the other stakeholder to create a community level referral mechanism whereby clients requiring MR or treatment for incomplete abortion service will be referred to FPAP clinics in a timely manner. 6. Formulize strategies in consultation with Project Head for increase in clientage by providing comprehensive health care and contraceptive services. 7. Administrate all training and project related meetings in close collaboration of other departments and locations 8. Facilitate in proceedings of the meetings with team members to know the status of the project and also to make certain changes and improvements, if necessary, to achieve the desired results. 9. Ensure the collection , compilation and finalization of project reports in coordination with Regional/PMO heads and HO Team 10. Any other assignment assigned by the supervisor. |

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| **4. Interaction** | |
| **Within the organization** | **Outside the organization** |
| Regional Staff  Flied Staff | Community  Line Departments  Partner organizations  Market Based Other NGO |

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| **5. Competencies** | | | |
| **Interpersonal Skill**  Speaking  Active Listening  Reporting  Social Perceptiveness | **Leadership Skills**  Team Building  Conflict Handling  Decision Making  Counseling  Motivating Others | **Management Skills**  Motivating Others  Record Keeping  Coordination  Monitoring | **Technical Skills**  Service Orientation  Problem Sensitivity  Problem Solving  Critical Thinking  Analytical  Research |

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| **6.Desired Profile of Incumbent Person Specification** | |
| **1.Education/Qualification:** | **2.Work Experience & Traits:** |
| MBBS | 5-6 years’ experience on the same position in social sector around the theme of RH/SRH & Rights |