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| **Regional Program Manager** | |
| **1. Job Environment** | |
| **Position Information:** | **Reporting Lines:** |
| **Department:**  Regional Office | **Report To:**  Regional Director  **Supervise:**  MS FHH through RD  Program Manager through RD  Admin & HR Officer  Account Officer  MER Officer |

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| **2. Job Objective** |
| Assist RD for the Management and implementation of the programs/project working within the domain of Region in the light of the strategic direction of Rahnuma-FPAP |

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| **3.Functions of the Position** | |
| * Support the Regional management team, and staff to make consistent and progressive steps toward organizational and programmatic consistency and sustainability * Assist Regional Director in Implement of all programs at regional, FHH and PMO level as per Rahnuma’s procedure and policies. * Coordinate with Program and Finance team for the preparation of Annual Program Budget and ensure effective implementation * Facilitate in Procurement, asset and store management 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 annul 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 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 |