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| **Youth Officer** |
| **1. Job Environment** |
| **Position Information:** | **Reporting Lines:** |
| **Location:** All Regions/PMOs**Position:** 1 for each location**Project Duration:** On Going | **Report To:** Regional Program Manager/Program ManagerRegional Director |

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| **2. Job Objective**  |
| To provide youth centered services, using the designated youth friendly services to young people under 20 around cluster facility. |

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| **3.Functions of the Position** |
| * Assist in the execution of all program activities planned in consultation with and under the guidance of the RPM/ Regional Director and Head Office
* Responsible for the implementation of all youth program activities at Regional level.
* Coordinate and monitor project activities administratively and through periodic visits.
* Conduct meeting with youth organizations, youth groups, youth communities, identifies new groups and plan activities to involve them.
* Responsible for the preparation of Annual Program Budget, the compilation of Quarterly and Annual Reports.
* Participate and coordinate routine programmes of the youth organizations, NGOs and other governmental institutions related to youth.
* Assist in the preparation of new project proposals.
* Prepare training materials for youth projects.
* Give lectures and demonstration, training and orientation to the youth volunteers.
* Hold meetings with project volunteers and staff and draw up activity schedules for implementation.
* To coordinate logistic support to all Regional youth projects.
* Any other duty assigned for furtherance of the programme by Supervisor.
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| **4. Interaction** |
| **Within the organization** | **Outside the organization** |
| All Department in Head OfficeRegional StaffPMO Staff | DonorGovernment of PakistanPartner organizationsMarket Based Other NGO |
| **5. Competencies** |
| **Interpersonal Skill** Presentation Report Writing Communication | **Leadership Skills** Team BuildingConflict HandlingDecision MakingMotivating Others | **Management Skills**PlanningTime ManagementCoordination | **Technical Skills** AnalyticalCollaboration DedicationBudgeting |
| **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.  |

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| **6.Desired Profile of Incumbent Person Specification** |
| **1.Education/Qualification:** | **Skills and Attributes:** |
| Graduation with 2 years’ experience and knowledge of youth related Family Planning & Sexual Reproductive Health issues | • Excellent written and verbal communication skills. • Proven  • Excellent knowledge of Social Mobilization and community development. • Proficient in Microsoft office suite applications. **Attributes :** • Ability to understand the youth related issues |