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| **Chief Executive officer** | |
| **1. Job Environment** | |
| **Position Information:** | **Reporting Lines:** |
| **Department: CEO Secretariat**  **Position: 1**  **Location: Head Office Lahore** | **Report To: President**  **Directly Supervise: SMT including Regional Directors** |
| **2. Job Objective** | |
| **The CEO of Rahnuma-FPAP is responsible for providing visionary leadership to the organization, ensuring the highest standards in Sexual & Reproductive Health and Family Planning efforts. The role comprises strategic planning, financial management, stakeholder engagement, and advocacy at national and international levels. He/She is also responsible for fostering a culture of innovation, efficiency, and continuous improvement within the organization, with a strong focus on achieving measurable impact and sustainability in line with FPAP's mission and goals.** | |
| **3.Functions of the Position** | |
| 1. **Demonstrate leadership and commitment to Sexual & Reproductive Health and Family Planning efforts through setting SMART goals for FPAP initiatives regularly.** 2. **Provide strategic leadership to SMT and set practical guidelines for the senior management team to fostering a culture of innovation and excellence.** 3. **Lead the development and implementation of human resource strategies. Foster an inclusive organizational culture, valuing diversity and promoting employee engagement.** 4. **Develop and implement the diverse fundraising strategies for sustainable funding base funding from donors and partners** 5. **Strengthen financial health and ensure prudent resource utilization by providing financial planning particularly at the time of Annual Program Budget and Provide counsel on financial matters in the best interest of FPAP** 6. **Implement effective monitoring and evaluation systems for program impact. Analyze and Review Quarterly and Annual reports from the Head Office, Regions, and Projects.** 7. **Oversee planning, execution, and evaluation of SRHR programs. Collaborate with program managers to address challenges and optimize program delivery.** 8. **Actively engage in partnerships and collaborations to enhance service delivery standards.** 9. **Maintain excellent cooperative relations with IPPF and the Government of Pakistan. Collaborate with government bodies and international agencies to influence policy changes.** 10. **Spearhead SRHR advocacy at local, national, and international levels .Amplify the organization's voice in significant conferences and parliament for FP&SRH initiatives.** 11. **Continuously strive to upgrade innovative efforts and technology for efficient operations.** 12. **Provide advice on general administration and management matters related to FPAP head office, regions, and service delivery units.** 13. **Oversee procurement and quality issues in items provided to staff and masses.** 14. **Any other tasks assigned by the BOG.** | |

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| **4. Interaction** | | | | | |
| **Within the organization** | | | **Outside the organization** | | |
| **Regional Staff**  **PMO Staff**  **Head Office**  **Governance** | | | **Volunteers**  **Donor**  **Government of Pakistan**  **Partner organizations**  **Market Based Other NGO** | | |
| **5. Competencies** | | | | | |
| **Interpersonal Skill**  **Presentation**  **Report Writing**  **Communication** | **Leadership Skills**  **Team Building**  **Conflict Handling**  **Decision Making**  **Motivating Others** | **Management Skills**  **Planning**  **Time Management**  **Coordination** | | **Technical Skills**  **Analytical**  **Collaboration Dedication**  **Budgeting** | |
| **6. 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.**  **FPAP is equal opportunity employer.** | | | | | |
| **7.Desired Profile of Incumbent Person Specification** | | | | |
| **1.Education/Qualification:** | | | **2.Work Experience & Traits:** | |
| **Phd/M.Phil/MS in Social Sciences, preferably, in Economics / Project Management / Development Studies, having 12 years experience in Governance & Organizational Management with focus in Planning, Appraisal, Implementation, Monitoring and Evaluation of Public/Private Sector Development projects;**  **OR**  **16 Years Education in Social Sciences, preferably in Economics / Project Management/Development Studies, having 15 years experience in Governance & Organizational Management with focus in Planning, Appraisal, Implementation, Monitoring and Evaluation of Public/Private Sector Development projects** | | | * **Proven experience in leadership roles within the field of Sexual & Reproductive Health and Family Planning.** * **Strong track record in fundraising, financial management, and program oversight.** * **Excellent communication and interpersonal skills.** * **Familiarity with national and international SRHR policies and practices.** * **Be fully conversant with computer applications especially MS Office.** * **Excellent in presentation, coordination and liaison skills.** | |