|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Director-GAVI** | | | | | |
| **1. Job Environment** | | | | | |
| **Position Information:** | | | **Reporting Lines:** | | |
| **Department:** Program Implementation  **Position: 1**  **Location:** Lahore  **Duration:** March,2025 –Aug,2026 | | | **Report To:** Director Program  **Directly Supervise:**  Technical Lead  Provincial Manager  Manager MER  Manager Finance  **Coordinate With**:  SMT Members at FPAP, HO  Regional Directors  Project Staff | | |
| **2. Job Objective** | | | | | |
| The Project Director will lead the GAVI-funded immunization project, ensuring the effective implementation, monitoring, and achievement of key performance indicators outlined in project document. This role involves strategic planning, stakeholder engagement, Advocacy and oversight of technical and financial operations to enhance immunization coverage at project area. | | | | | |
| **3.Functions of the Position** | | | | | |
| * Lead the planning, implementation, and evaluation of the project to achieve immunization targets, in collaboration with the partnerships SMT and the technical sector leads, to ensure well-planned, timely, coordinated project implementation. * Foster partnerships and represent the program with the donor, sub-national and national level coordination platforms led by national-level actors, Technical Sector Working Groups, UN Agencies, and government authorities to enhance project impact. * Proactively contribute to Rahnuma in-country advocacy initiatives through sharing regular contextual analysis and evidence from the program implementation and developments in the sectors. * Foster results-based management with data analysis and program responsiveness to emerging trends. * Proactively conduct program review and monitoring activities to take stock of progress, identify and flag emerging issues, and ensure that they are addressed and the donor is kept abreast of any developments. * Ensure program compliance with contractual narrative and financial reporting requirements of the donor. * Facilitate cross-functional coordination with internal departments (HR, Finance, Admin) and external partners to ensure smooth project execution. * Ensure that community awareness sessions and staff capacity-building training program as per staff need and project requirement. * In collaboration with MER department, design and implement monitoring and evaluation (M&E) frameworks to track project progress, measure impact, and ensure continuous learning. | | | | | |
| **4. Interaction** | | | | | |
| **Within the organization** | | | **Outside the organization** | | |
| Regional Staff  PMO Staff  Head Office  Governance | | | Volunteers  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 & SPHERE Consulting are committed to safeguarding and promoting the welfare of children and young people and expects all staff to demonstrate the willingness to sign and adhere to the IPPF’s Code of Conduct and Safeguarding Policies, and the UN conventions respectively.  Rahnuma-FPAP & SPHERE Consulting staff must ensure compliance with appropriate safeguarding policies that reflect the standards and commitments in R-FPAP's and SPHERE’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. | | | | | |
| **7. Person Specification** | | | | | |
| **Education/Qualification:**   * MBBS from a recognized university is essential. Postgraduate qualification in Public Health, Project Management, or a related field will be an added advantage. * At least 5 years of experience in managing large-scale immunization or health programs, preferably in donor-funded projects. * Proven expertise in immunisation program implementation, MEL frameworks, and CSO capacity building. * Strong leadership, advocacy, and stakeholder engagement skills. * Excellent financial management and compliance experience. * Strong communication and report-writing skills in English. | | | | **Additional Skills and Attributes:**   * Ability to work in a fast-paced environment with tight deadlines. * Strong problem-solving skills and adaptability. * Experience in policy advocacy and engagement with government stakeholders. | |

**Note:** This job description defines the broad accountabilities of this position which may change based on organizational need. Please refer to divisional, team and individual work plans/targets for more specific details