



Field Supervisor

1 Positions

Background: Development Impact Solutions (SMC-Pvt) Ltd – DIS - is registered with the Security Exchange Commission of Pakistan (SECP). The DIS offers innovative solutions to the development challenges and assists government bodies, private sector, and workers and civil society organization for the realization of labour rights and human rights as enshrined in the Constitution of Pakistan. DIS carried out an innovative project “Linking Brick Kiln Women Workers with Formal Health Care System” in rural area of District Lahore, Punjab. Based on successful results during the pilot stage, this project has now being scaled up in District Lahore and District Rawalpindi. The project will continue to work closely with the relevant provincial line departments, private sector (brick kiln employers) and workers to improve health seeking behaviour of brick kiln women workers. This project is funded by Department for International Development (DFID) through Health and Nutrition Innovation Fund (HANIF) Project managed by Palladium Pakistan (Pvt) Ltd. Under this project DIS intends to hire the services of one Field Supervisor based in Lahore.

Advertised on 6 September, 2017
Closing Date 14 September, 2017
Location Position is based in Lahore
Status: Full Time Project based Contract
Reports to: Project Director
Department: Programme Management

Over all Responsibilities: The successful candidate will be responsible for all field level activities, will coordinate with government departments and stakeholders, and manage the field office in Lahore. The incumbent will bring proven leadership and programme management experience working in development project.

Specific responsibilities:

- Supervise their field teams consisting of four Social Mobilisers
- Responsible for all project level activities in respective districts.
- Will be responsible for developing their workplans along with approvals from the PD.
- Will develop monthly field financial expenditure plan with support of the Finance Officer
- Will be responsible to establish the PHCS in target brick kilns, its smooth roll out and its functioning to the satisfaction of the target groups.

- Substantially contribute to the development project's technical progress reports with the active engagement of the M&E Specialists, and submit it to PD for consolidation and onward submission to the donor.
- Will coordinate with their respective Task Force members for project related field activities.
- Maintain active coordination with the Executive District Officer Health, and the District Officer Health to ensure that teams of medical professionals are notified to visit the PCHS.
- Ensure and facilitate the field visit of the outreach team their respective four brick kiln cluster.
- Assist the PD in having the MOU signed with EDO Health in Lahore and Rawalpindi Districts.
- Ensure MOU with the Brick Kiln employers of the target clusters are signed, and also maintain healthy relationship.
- Responsible to hold monthly Task Force meetings with participation of DO Health (or his/her representative) and representative of Labour Department Official, and representative of Brick Kiln Owners Association, and representative of women brick kiln workers in the cluster.
- With the assistance of the Social Mobilizers, maintain an inventory of basic medication at the field office in line with the inventor protocol, the PHCS, and accountable for the safekeeping of PHCS inventory, and prevent any pilferage.

**Skills, experiences
qualifications**

Ideal candidate should have:

- Masters in Social Sciences, with 7 to 10 years of project coordination experience at a National NGOs/INGOs/UN/Private Sector.
- Candidate should have experience of coordination with provincial and district level government offices, and interaction with multiple stakeholders
- Experience on human right or health related project will be an advantage.
- Excellent understanding of Logical Framework Analysis (LFA) and its linkages with Work plan and milestones
- Understanding of challenges of marginalized communities, their health services seeking behavior, and familiarity with the labour rights.
- Ability to quickly understand work related issues and offer solution and advice.
- Coordination and consensus building skills are important.
- Strong interpersonal and communication skills are required.
- Proven ability to work with partner organizations at all stages of the project cycle and maintain good working relationships with partner organizations.
- Strong people skills, a team player, a motivator, and has robust interpersonal and communication skills. Has ability to communicate with people at different levels and from diverse cultural backgrounds.
- Excellent written and verbal communication skills in English and Urdu and to communicate with people at different levels and from various backgrounds.
- Having good report writing skills and understanding of data base management
- Experties in MS Word, MS Excel and MS Power Point software is a must.

- Excellent command in spoken and written English, Urdu and Punjabi language is required.

How to apply:

To apply for this role please forward your CV, covering letter, outlining your skills and experience and salary expectations to humanresource.dis@gmail.com by September 14, 2017.

Important: Please reference “**Field Supervisor**” in the subject line of email. DIS sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. No phone calls please.

DIS is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for facilitation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.