

Project Coordinator, Islamabad/Rawalpindi

1 Position

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 Project Coordinator based in Islamabad.

Direct Hire/Start date 1 Feb, 2018 (Immediate) -

Candidates who can join from 1 Feb will be given preference

Location Position is based in Islamabad/Rawalpindi

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. The incumbent will bring proven leadership and programme management experience working in development project.

Specific responsibilities:

1. Organizational & Coordination Arrangements

- 1.1. Implement programme activities in line with the work plan and ensure high quality of intervention
- 1.2. Provide substantial support to the Project Director (PD) in roll-out of project activities.
- 1.3. Assist the PD in having the MOU signed with the Stakeholders
- 1.4. Ensure MOU with the employers of the two target brick kiln clusters in Rawalpindi are signed and followed – ensuring necessary space and facilities for the establishment of PHCS

- 1.5. Responsible to get MOU signed with the CEO Health Rawalpindi District and ensure notification of health professionals for the two PHCS in District Rawalpindi.
- 1.6. Responsible to hold monthly Task Force meetings at the Target clusters - with participation of DO Health (or his/her representative) and representative of Labour Department Official, and representative of BKOAP, and representative of women brick kiln workers.
- 1.7. Minute the taskforce meeting and follow-up on the action points.
- 1.8. Ensure continued support from target Brick Kiln owners at the two selected brick kiln clusters and District Health Office to the project activities in the District Rawalpindi.

2. Social Mobilization

- 2.1. Responsible for developing work plans of the social mobilizers and obtain PD approvals.
- 2.2. Supervise the daily field work consisting of four Social Mobilisers in Rawalpindi
- 2.3. Ensure Social Mobilizer achieve Monthly/Quarterly targets to conduct their field activities
- 2.4. Ensure the Social Development Strategy and Action Plans are fully implemented in the field and provide necessary guidance to the social mobilizers.
- 2.5. Periodically orient and train the social mobilizers on the curriculum (Health, MNCH, Health & Hygiene, and Legal Rights) and ensure that Social Mobilizers deliver this curriculum to all target brick kiln women and men workers.
- 2.6. Ensure the Social Mobilizers submit daily field activity report describing name and telephone number of brick kiln employers, workers, BHY/RHC staff they met topic of discussion, any challenge and/or opportunity for the smooth functioning of the project.
- 2.7. Develop monthly field financial expenditure plan with support of the Finance Office
- 2.8. Conduct two weekly visits to selected Brick Kiln Cluster and hold meetings with Brick Kiln Owners and Munchies, male and female brick kiln workers.
- 2.9. Participate in the monthly Women Apex Group Meeting, and motivate both Tara bibi and Chand Bibi to actively promote the formal health services among brick kiln workers.
- 2.10. Submit weekly report of field activities (soft & hard copies), including name and telephone of brick kiln stakeholders (employers, women & men brick kiln workers etc.).

3. Primary Health Care Satellite (PHCS) & BHU Outreach Teams

- 3.1. Responsible to establish and maintain the Primary Health Care Satellite in target brick kilns, its smooth roll out and its functioning to the satisfaction of stakeholders.
- 3.2. Responsible to ensure medicines are identified by the visiting health professionals, and the list of medicine is approved (signature and stamp) by the District health Officer or his/her designated health official (Focal Person).
- 3.3. Responsible to ensure timely availability of medicine at both PHCS by following the Donor Approved Medicine procurement and Storage guidance.
- 3.4. 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.
- 3.5. Ensure all medicines have sufficient period of shelf life, all medicines are sealed and no loose medicine is kept or dispensed at the PHCS to the visiting patients.
- 3.6. Facilitate field visit of the nearby BHU Outreach team their respective brick kiln cluster.

4. Database

- 4.1. Provide inputs to the vendor in the development of Patients Record Database.
- 4.2. Ensure social mobiliser enter patient data in register/database and review/approve data.

5. Donor Reporting

- 5.1. Substantially contribute to the development project's technical progress reports (monthly & quarterly), and submit the report to PD for consolidation.

6. Video Documentary

- 6.1. Provide inputs in the development of project video documentaries.
- 6.2. Guide the vendor in the development of the video documentaries.
- 6.3. Review the first cut of the video documentaries and provide inputs.

7. Others

- 7.1. Participate in Project Steering Committee and other advocacy workshops as required
- 7.2. Participate in the field research and ensure social mobilizer also take active participation in the field research to collect project data.
- 7.3. Provide inputs in the development of Disease profile of the visiting brick kiln workers
- 7.4. Provide substantial inputs in the training and mentoring of the social mobilizers
- 7.5. Provide inputs (text and Pictures) to update the DIS website
- 7.6. Coordinate with key stakeholders (as identified by the CEO) for functioning of all projects
- 7.7. Introduce DIS to potential clients and make presentation about different DIS projects
- 7.8. Identify business opportunities for DIS and provide inputs proposal development.
- 7.9. Any other tasks as assigned by the Chief Executive Officer

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, Performance Measurement Framework (PMF) 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 following documents:

1. Cover letter – describing three key points of your experience that makes you relevant candidate to this job; also describe expected salary.
2. Customized CV that highlights your past experience & skill set relevant to this assignment.

Please email your cover letter and CV to humanresource.dis@gmail.com by Sunday Jan 28, 2018.

Important: Please reference “**Project Coordinator**” 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.