



Project Director

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 a Project Director.

Advertised on 12 September, 2017

Closing Date 24 September, 2017

Hiring Process: Ongoing

Status: Full Time Project based Contract

Reports to: Chief Executive Officer

Department: Programme

Duty Station Lahore or Islamabad

Over all

Responsibilities: The Successful candidate will be responsible for the overall management of the Project funded by HANIF. The position is based in Lahore with periodic travel to the DIS head office in Islamabad and field area in district Rawalpindi. The Project Director will report to the Chief Executive Officer.

Specific Responsibilities:

- Responsible for the overall implementation of the project.
- Supervision and management of the project staff and activities mentioned in the project document, as per the agreed milestones with the donor.
- Responsible for periodic (monthly, quarterly, and others) project reporting to the donor and maintaining necessary liaison.
- Act as focal person for the project to deal interact with the donor and Punjab government, and Brick Kiln Owners Association (BKOAP).

- Ensure that project institutional mechanisms are established including Apex Committee, Project Steering Committee, and two Task Force (one each in Lahore and Rawalpindi) as outlined in the Project Document.
- Represent the project in the Apex Committee, Project Steering Committee, and Task Force (as and when required) and other forums.
- Prepare detailed project monthly work plan and provide inputs in the work plan of the project team.
- Provide necessary direction to the project staff for the project activities.
- Ensure project staff submit their Trip Reports (official travel), field reports, Monthly attendance reports as per the donor requirements.
- Coordinate with Punjab Health Department and other government offices to ensure that field intervention of PHCS are implemented as envisaged in the project document.
- Responsible to supervise monitoring and process evaluation as per the agreed and signed contract with the donor.
- Serve as program representative to relevant private and public agencies.
- Provide technical and program management and oversight.
- Ensure overall quality of program interventions.
- Oversee development of programmatic work plans and budgets, including periodic review and revision. Ensure fiscal accountability.
- Supervise the hiring of staff and procurement
- ON behalf of the DIS Project “Linking brick Kiln with Formal health System” and with written consent of the CEO (for example an email) sign Memorandum of Understanding (MOU) with the representative of Punjab Health Authorities, representative of Brick Kiln Owners Associations and other bodies.
- Ensure standard public health-related protocols are followed in the project at the project established Primary Health Care Satellite (PHCS).
- Ensure compliance by the project team to the quality health services in line with the minimum service delivery standards (MSDS) of the Punjab’s Department of Health.
- Ensure that standard protocols regarding the purchase of medicines and pharmacy records are followed by the project team.
- He will ensure that health related referral mechanisms are established at the PHCS for proper linkages with the BHUs, RHC and District Headquarter Hospital.
- Ensure establishment of necessary referrals mechanisms for MNCH for brick kiln women workers.
- Prepare Guidelines/protocol for the functioning of the Primary Health Care Satellites (PHCS) in Lahore and Rawalpindi Districts, to ensure PHCS observe the guidelines.
- Ensure patient data is recorded at and reported from each PHCS for central databank. Guide in the development of database.
- Prepare periodic health profile stud/report of the brick kiln workers using patient data recorded at the PHCS.
- Prepare guidance notes to orient the government Health professionals and the Outreach Teams (from the BHU and other government health facilities)

visiting the PHCS on the challenges of the brick kiln workers and their special needs.

- Carryout periodic field visits to PHCS location in Lahore and Rawalpindi.

**Skills, experiences
qualifications**

Ideal candidate should have:

- Master degree in Public Health or related field.
- Possess more than 15 years of experience of advising and/or managing public health, health, MNCH or similar projects in Pakistan.
- Experienced in dealing with Punjab Health Authorities and has excellent understanding of
- Experience of understanding health, MNCH needs have marginalized groups on Punjab.
- Excellent command in spoken and written English and Urdu language
- Must be a team player and has strong interpersonal and communication skills.

How to apply:

To apply for this role please forward your CV, covering letter, outlining your skills and experience and salary expectations humanresource.dis@gmail.com by September 24, 2016.

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