



# Fast Rural Development Program (FRDP)

## Job Description and Terms of Reference

**Position Title:** Program Manager

**Sector/Unit/Project:** Urban Food Production - Building Resilience for Poor Households and Youth from Marginalized Neighborhoods in Hyderabad, Sindh

**Position Status:** Full time

**Reporting Relationship:** Sr. Program Manager

**Supervises:** 11

### Job Summary

The Project Manager will be responsible for overall project management including funds and staff management; overseeing field implementation. Coordination with staff, district government, WHH and FRDP management. The main tasks of Project Manager are ensuring that team is fulfilling project requirements in terms of time, budget and beneficiaries, complex technical problem solving and managing relation with donor (reports / meeting). S/he reports to the Sr. Program Manager.

### Authority Assigned

#### *Academic/Technical:*

Masters in Social Science (Humanitarian/ Development studies, Sociology, political science, International relations, and other relevant discipline) from recognize University.

#### *Work Experience:*

- **Must have at least 5-7 years working experience in project management (including humanitarian and Development Projects).**

Experience in URBAN and WASH and food security related projects are desirable.

## Position Specification

### *Competencies (Knowledge, skills and attitude)*

1. Extensive Knowledge and concepts and practices related to project development

1. Knowledge of and excellence in written and verbal communication
2. Ability to translate concepts in to actions
3. Ability to write brief but comprehensive reports
4. Ability to develop work and action plans and meeting deadlines
5. Analytical ability and ability to make appropriate and right decisions
6. Must be a facilitator and team worker
7. Must have ability to listen to and learn from others and colleagues

Belief in development, especially of human beings

### **Description of Responsibilities**

1. Project Manager will be responsible for effective and efficient management of the project in line with the project proposal, processes, the budget, the time-frame, and the WHH regulations and as per the partnership agreements.
2. Collaborate with the Program Management in WHH for the implementation of the project activities and sharing of updates ensure Project Coordination, Networking & Visibility at District Level
3. To assist program management in monitoring, evaluation of the relevant programmes and quality progress reporting to donors by ensuring quality reporting by relevant staff
4. To regularly monitor expenditure of project financial resources and use of FRDP assets as per approved budgets and agreements & provide regular, structured feedback to partners on their monthly reports
5. To coordinate capacity building support from WHH Program, M&E Finance, Logistics and security sections for (Insert name of Project), when required.
6. To ensure all necessary programme documents are properly maintained and recorded properly at field level.
7. To ensure smooth implementation of policies and code of conduct in respective project activities, in addition handling of beneficiaries and stakeholder s complaints.

1. **Project Manager will be responsible for effective and efficient management of the project and staff in line with the project proposal, processes, the budget, the time-frame, and the WHH regulations and as per the partnership agreements.**

### *Performance standard*

- Conduct orientation sessions for properly orient the staff about overall objectives and activities of the project as per approved proposal.
- Develop DIP in consultation with the team, with the assigning of roles and responsibilities against the activities of the project as per approved proposal.

- Sharing of communication check list with the staff and follow ups for ensuring its implementation in the field activities.
- Provide guidance for the field level activities and facilitate staff for implementation and issues resolution.
- Facilitate staff for the Broad-Based Community meetings and Mobilization in selected slums and establishment of Urban WASH Committees on each slum
- Facilitate the process of identification/verification and registration of project beneficiaries as per the agreed criteria in the approved proposal.
- Facilitate monitoring team for conducting baseline survey, end line survey and ensure proper data entries.

**2. Collaborate with the Program Management in WHH for the implementation of the project activities and sharing of updates ensure Project Coordination, Networking & Visibility at District Level**

***Performance standard:***

- Liaise with the WHH programme management for the implementation of project activities.
  - Share progress of on-going activities of the project and future plans in line with the DIP with the WHH with required support if any
  - Share and finalize the programme documents (formats) for required compliance in consultation with the WHH programme Management.
  - Ensure proper coordination with district government /concerned line departments and participate in meetings of concerned networks, forums and clusters at district level
  - Develop project presentation, project introduction and other project orientation and visibility matter for staff, visitors and general stakeholders

**3. To assist program management in monitoring, evaluation of the relevant programmes and quality progress reporting to donors by ensuring quality reporting by relevant staff**

***Performance standard***

- Monitor activities of the project and coordinate and develop monitoring plans for the project.
- Review and sign staff work plans in-line with the DIP for the completion of project within time frame.
- Review reports of monitoring visits and daily visits reports and share proper feedback with the teams.
- Take necessary actions for the issues highlighted during monitoring visits and assigns responsibilities to the relevant staff.
- Conduct weekly & monthly project review meeting with staff
- Compile and ensure data of the project during implementation to share with the head office management for the timely submission of mid-term and final reports.

**4. To regularly monitor expenditure of project financial resources and use of FRDP assets as per approved budgets and agreements & provide regular, structured feedback to partners on their monthly reports**

- For the field level project activities, ensure that the activities being carried out are as per budget with prior approval from line manager
  - Liaise with Manager Admin and Logistics, Manager Finance, MEAL, HR, Q&A in Head office to take support in order to make project activities as per budgeted
  - For the submission of financial reports to the donors, ensure timely sharing of financial data with the WHH.
  - Ensure the funds handling for the activities at field level as per the organizational /donor policies.

5. **To coordinate capacity building support from WHH Program, MEAL, Finance, Logistics and security sections for Urban Food Production - Building Resilience for Poor Households and Youth from Marginalized Neighborhoods in Hyderabad, Sindh when required.**

***Performance standard***

- Assess the staff capacity to perform his duties efficiently and identify the areas of improvement.
- Share the need of sessions for the capacity building of the staff areas of improvement
- Identify the topics/ contents of the areas of staff improvement and suggests WHH for the on job capacity building.

6. **To ensure all necessary programme documents are properly maintained and recorded properly at field level**

***Performance standard***

- Develop and share the check list of the required documents for the compliance of the project with the relevant staff.
- Orient staff for the developed formats and its filling in line with the activities for the proper record keeping.
- Review the programme documents as per the activities completed or on-going and share properly feedback with the staff.
- Monitor the filing of the programme documents of the project

7. **To ensure smooth implementation of policies and code of conduct in respective project activities, in addition handling of beneficiaries and stakeholder s complaints.**

***Performance standard***

- Oversee organizational assets and ensure efficient and effective use of resources
- Display Banners for the contact details of the complaint mechanism in project areas at prominent locations
- Share with the community / beneficiaries about complaint handling mechanism and give them proper guidance about the ways / means of sending complaints.
- Ensure availability of complaint boxes & complaint forms at project office and main locations in project area
- Provide full cooperation and support to team handling project related complaints
- Guide the complainant if he/she needs any assistance about the systems

The job entails high responsibility in a challenging environment, which needs commitment and devotion.

**Skills:**

- **Sense of Responsibility;** Exerts a high level of effort and perseverance toward goals attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working consistently, and displaying a high level of concentration. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
- **Planning and Organisation;** Believes in own ability and maintains a positive self-confident approach to task achievement. demonstrates knowledge of own skills and abilities, is aware of impact on others, knows own capacity and needs and how to address them.

- Flexibility; Demonstrates a willingness and ability to change. Manages that change in a sensitive manner to effectively balance the needs of the task and the people involved.
- Creative Thinking; Uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
- Decision Making; Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.
- Problem Solving; Recognises that a problem exists (i.e., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of action to resolve it. Evaluates and monitors progress, and Exercises
- Leadership; Communicates thoughts, feelings, and ideas to justify a position, encourages, persuades, convinces, or otherwise provides leadership focus to individuals or groups.
- Managing People and Teams; Gets things done effectively through others using appropriate management style to address differing situations.
- Dealing with Difficult Situations; Applies logic and sensitivity to transform difficult situations into opportunities for motivation and teambuilding. Demonstrates ability to achieve positive output from conflict and challenge revises plan as indicated by findings.
- Good understanding of humanitarian and development issues in Pakistan.

**Accountability:**

Accountable as per above mentioned duties and Responsibilities

**Authority:**

As per duties and responsibilities

**Performance Standards:** Mentioned above against each duties and responsibility respectively