



Terms of References (ToRs) for the position of Project Manager

Inspire Pakistan

Inspire Pakistan is a non-governmental development organization registered with Security and Exchange Commission of Pakistan (SECP) under Section 42 of the companies' ordinance 1984. The components of organization programmatic framework are education, human rights, refugee affairs, women and community empowerment.

Mission

“Empowering a culture of Human Rights for sustainable development”

DAFI Plus

DAFI Plus – Pilot was a collaboration of United Nations High Commission for Refugees (UNHCR) and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) to compliment DAFI scholarship program. The initiative was piloted between December 2018-April 2019.

Embarking on the lessons learned, insights and potential opportunities, Inspire Pakistan and GIZ have entered into partnership, for implementation of DAFI Plus to support the skill development of registered Afghan refugees (PoR Card holders) in Pakistan. The overall objective is “to equip educated Afghan refugees/DAFI scholars with marketable professional skills and experience to increase their prospects for a sustainable reintegration upon voluntary return to Afghanistan”.

Summary of Key Functions

Islamabad based position. The Project Manager is expected to lead the project. The role will require close interaction with colleagues from organization's Program, Operation Unit and external partners. The incumbent of this position would be part of project implementation therefore, he or she would, successfully deliver key milestones, provide project management methodology and guidance to internal project team, steer project activities; ensure operational and administrative compliances in project, and coordinate with donors and other stakeholders.

Specific Responsibilities

- Lead project activities in terms of implementation and management under the direct supervision of the CEO Inspire Pakistan.
- Be responsible for day-to-day management of administrative, financial and operational aspects of the project in accordance with standards of Inspire Pakistan programme direction, operations management, policies and project strategy document.
- Manage and coordinate the implementation of the various project activities in ensuring the quality and timeliness of the activities and delivery of outputs.

- Develop a coordination mechanism to strengthen linkages between different ministries, institutions and stakeholders at the national, provincial and district levels.
- Within the project strategic framework and in consultation with the national counterparts, prepare work-plans (monthly and quarterly) reflecting the scope of activities, timing, sequencing, cost and other inputs for the implementation of the Project activities.
- Manage the activities and direct arrangements and needed resources to implement the project and ensure proper management of funds, including accounting, financial control and audit procedures complying with donor standards and Inspire Pakistan SOPs.
- Manage procurement of goods, works and services in accordance with procedures set forth in project agreement and in line with organizational standards of operational management.
- Liaise closely with project partners and stakeholders.
- Report regularly to donor and other stakeholders on project activities and progress.
- Assume direct responsibility for managing the project budget by ensuring that:
 - Project funds are disbursed properly.
 - Expenditure is in accordance with the project strategy document, project budget and project work plans.
 - Accounting records and supporting documents are properly kept and financial reports are prepared.
 - Financial operations are transparent and procedures/regulations are properly applied.
- Coordinate and facilitate the work of project staff / teams engaged in the implementation of project activities.
- Manage the project team (technical specialists, project officers, support staff, consultants) and ensure timely implementation, results –orientation and accountability for project results.
- Work closely with key stakeholders in drafting and preparation of relevant terms of reference for consultants in line with activities in approved Project Work Plan;
- Monitor the project funds and resources. Be responsible for the delivery of the project results.
- Establish and oversee monitoring plan for the activities being implemented by staff and consultants.
- Be actively involved in the preparation of project knowledge products (including publications and reports).
- Present work-plans, periodic narrative progress reports and expenditures status reports to donors after approval by the CEO.
- Monitor the progress on agreed results framework and performance indicators and take action/decision and/or provide timely support to project staff.
- Ensure to have contracts, MoU and other agreements developed as and when required during project cycle.
- Lead and coordinate the organization of meetings, workshops, conferences, trainings and related activities relevant to the implementation of the Project.

- Brief and consult with senior management on project progress and provide information and advice as required to contribute to the project and organization initiatives.
- Facilitate in coordination exercise with relevant stakeholders including government, NGOs and community members for covering social mobilization aspect of the project.
- Ensure high quality information and visibility of the Project activities to the mass media and stakeholders.
- Perform any other task given by Supervisor

Impact of results

The key results have an impact on the overall performance of the Project and success in implementation of programme strategies. Effective leadership, project management, achievement of project goals and strategic direction.

Core Competencies

- Demonstrates integrity by modeling the ethical standards and values of Integrity, Equality, Transparency, Knowledge Base and Fostering Synergies.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Promotes vision, mission and strategies of Inspire Pakistan.
- Treats all people fairly without favoritism
- Being a team player is necessary.

Functional Competencies.

- Leadership, Knowledge Management and Learning.
- Shares knowledge and experience and provides helpful advice to others in the office.
- Ability to resolve conflict within team and field operations

Self-management

- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexity.

Qualifications & Experience

Education: The candidate should possess a Master Degree preferably in project management, social sciences disciplines or related with relevant professional qualification and necessary knowledge to undertake the role and performing duties.

Professional experience:

- Minimum of 8 years' experience of working development sector
- Experience of designing, managing and facilitating skill development programs/ training courses.
- Experience of working with youth, especially Afghan refugees
- Possessing qualification or knowledge about best HR and project management practices,

- Strong analytical skills, oral and written communication and team building skills.
- Substantial experience in leading teams of national and international experts.
- Excellent working level of English language in both writing and speaking.
- Ability to speak Pashto / Dari is an added advantage.
- Ability to produce high-quality reports.
- Ability to work under pressure situations.
- Strong analytical skills, oral and written communication and team building skills.

Inspire Pakistan is an Equal Opportunity Employer for all equally qualified male & female including the physically challenged candidates. Female candidates are particularly encouraged to apply.