

# ROLE PURPOSE

**Role Title:** Project Officer

**Division:** Global Programs

**Location:** Lahore, Pakistan

**Date:** August 2023

**Employment type:** Full Time - Fixed-term contract with flexible work arrangement

**Reports to:** Program Manager

**Number of direct reports:** None

**Leadership Band:** Leads Self

## Purpose of the role:

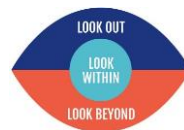
The Project Officer is accountable for working with implementing partners in Pakistan to ensure the effective implementation and coordination of project activities (planning, coordinating, monitoring and evaluation and reporting) that are aligned to Project Implementation Plan and The Foundation's strategic framework.

The Project Officer will own the outcomes of:

1. Program coordination to ensure implementing partners achieve program activity and outcomes in accordance with agreed Project Implementation Plan, Partnership Agreement, project work plans and overall agreed annual budgets based on assigned provinces;
2. Facilitate timely submission of quality quarterly, annual and any other financial and progress reports from Partners to the Line Manager and assist partners with timely mobilization of goods and services to initiate and complete activities;
3. Actively participate in the project planning, proposal development and project design documents for any new activity or initiative;
4. Support the Line Manager in organizing and monitoring joint engagements with partners, relevant government ministries and other partners.
5. Coach and mentor implementing partners with the assistance of the FHF Finance Officer to prepare funds requests, procurement and comply with FHF finance Manual and donor guidelines, ensure all requisitions are appropriate and align with planned and budgeted activities.
6. Monitor and evaluate stages of project/ program implementation to ensure partners are achieving the required outcomes; identify new approaches and strategies that would benefit the program design and implementation; identify and compile lessons learned, report back on learnings.
7. Work closely with the partners and relevant finance team to ensure proper partner accountability for FHF funds.
8. Ensure that partners submit timely monthly/or and quarterly / annual financial returns.
9. Organize and undertake review meetings of partners to ensure they achieve their targets met agreed quality standards and follow the internationally accepted approaches; and
10. Provide support by assisting Partners to prepare and monitor annual financial budgets, review partners' advance and settlement in the assigned provinces, ensure that partners submit timely monthly/ or and quarterly financial returns and utilize project assets as per FHF's policy.
11. Other tasks as requested by your line manager

## Our Capabilities:

**As a member of The Foundation Family you will:**



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Essential Experience:

- Application of project design, project management, budget development and monitoring.
- Successful implementation of health projects with required outcomes
- Proven ability to influence and work with multiple partners/stakeholders at one time.
- Work independently and in a team environment.

## Skills:

- Project management skills and ability to meet deadlines and juggle several projects at the same time.
- Excellent communication skills, including fluency in written and spoken English, excellent report writing and documentation skills.
- Excellent knowledge and capability utilizing Microsoft Office software, internet explorer and e-mail.

## Desirable Experience:

- At least 3-5 years' experience of managing projects in development context.

**Qualifications:**

Master's/ Bachelor's degree in Public Health, Public Policy or Social Work

**Travel:**

Domestic Travel

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

**The position involves:**

This position is recognised as having "Contact with Children" either direct or indirect  
This position does not involve "Working with Children" either direct or indirect.

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

**To work in The Foundation, you will:**

- Be eligible to work in Pakistan and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children