

PDD

## TERMS OF REFERENCE

<b>Position:</b>	Coordinator Water Programme
<b>Department:</b>	Project Development Department
<b>Supervisor:</b>	Director Program/General Manager– Project Development Department
<b>Duty Station</b>	LEAD House
<b>Location:</b>	Islamabad
<b>Contract:</b>	Initially 2 years with possibility of extension based on performance review

### General Scope of Work:

Coordinator Programme will be responsible for visualizing, planning, and operational management of the projects in the Water Programme Portfolio assigned in consultation with the Management. Provide technical support and assistance to the Director Program /Management in all aspects of program management, designing, coordination, and monitoring. Manage the mobilization and provision on inputs and production of outputs, according to the programme document and the procedures provided. Provide close and regular administrative and technical backstopping to all project/program components. Advice Line manager in the process and creation of programme related publications, reports, research papers, and presentations, ensure that information available to the Management is accurate.

## ROLES & RESPONSIBILITIES:

### A. Operational (General/Administrative):

1. Ensure compliance with all organizational policies, rules and regulations.
2. Ensure that the organization's interests in the execution of the programme are safeguarded at all times.
3. Assure that all contractual obligations are adhered to and make necessary contacts and efforts to ensure implementation of required objectives.
4. Resolve/Monitor major administrative issues of the project/s and report on progress to the management.
5. Ensure the major deliverables are formally approved by Line Manager/Management
6. Hold regular meetings with the entire project team where team meets face-to-face.
7. Provide opportunities for team-building & capacity building activities.
8. Supervise the overall planning of the programme and related project/s activities.
9. Supervise the preparation of project(s) budgets and utilization of approved finances in line with the organizational policies.
10. Be responsible for quality delivery of all intermediate and final outputs of programme.
11. Ensure the supervision of proper hard/soft filing of all documents related to individual activities, as per the organization's QMS guidelines.

### B. Functional (Task Specific):

12. Provide inputs for designing and improvement of the Water Programme.
13. Developing all process related guidelines, SOPs and checklists.
14. Water project/s targets achievement as finalized by the management with good quality of deliverables.
15. Ensure that staff follows the formats and provide the requisite information.
16. Assist in coordinating the evaluations required of the programme.

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17. Maintain a repository of information on the client and other stakeholders' interaction with the programme.
18. Coordinate with the Admin focal person for all programme related activities and approvals.
19. Review and provide feedback to the communications department on the implementation of communication strategy of the project(s) in Water Programme.
20. Coordinate with the HR department and ensure timely hiring of the project teams and team management.
21. Prepare and review Job Specifications for projects and research teams in line with Water Programme.
22. Review Training and Research design to ensure that it is in line with the project requirements.
23. Review and manage project finances including budgets (overall and recurring budgets).
24. Prepare and submit Quarterly Progress Reports, Annual Project Reports and other required reporting material.
25. Analyse Water programme related developments from time-to-time and provide timely inputs to senior management for informed decision-making.

**C. Symbiotic (Cross-Functional):**

26. Develop/refine process for smooth functioning with other departments/units both internally and for projects.
27. Identify core needs required by the project for effective delivery of the agreed deliverables in coordination with the other units.
28. Develop close working relationships with project participants and stakeholders in order to establish a shared vision and achieve project objectives.
29. Extend full cooperation to internal/ external auditors during audits and ensure proper follow up on recorded observations/recommendations.

**D. Knowledge/qualifications**

30. Masters in relevant field (water related, development/environment/ information science).
31. Minimum of 4 years practical experience in managing large, multi-stakeholder project. Experience in INGOs/donor agencies in the same field will be preferred.
32. Good understanding of current thinking on the position of water and water related compatible development.
33. Specific knowledge, experience and interest in water related development issues, actors, and policy process.
34. Expert knowledge of water related components and institutions.
35. Strong interpersonal and team leadership skills – able to motivate, mentor, and liaise and communicate with colleagues at all levels of seniority.
36. Excellent IT and Microsoft Office skills; practical experience with email and internet communication systems (e-conferencing and list serves etc); database management skills.
37. Willingness to travel frequently