

Career Opportunity

YPP provides equal opportunity to all qualified female & male including the physically challenged candidates.

Country Manager/Programme Manager

Last Date: Friday 18th March, 2016

Background:

Youth Parliament of Pakistan (YPP) is a non-profit, non-political, and non-religious organization. The main objective of YPP is to foster and transform talent and excellence of adolescents and youth of Pakistan into tangible action and community service.

Project Title: Empower Youth for Work

Empower Youth for Work promotes a positive enabling environment for youth, especially young women, to thrive, achieve their potential and contribute to their community. The program focuses on communities hardest hit by climate change.

There will be better economic prospects through improvements in the job market, better support and opportunities for youth entrepreneurs; access to better training that enables them to benefit from these opportunities, including ‘soft’, technical and vocational training; an improved social and political enabling environment that recognizes the contribution youth can make to society and the economy. We propose to launch an integrated, innovative program collaborating with stakeholders in private, public and civil society sectors to create new, improved, sustainable models for youth inclusion in employment, training, youth group support, business development services and access to finance; community and mass media campaign activities designed to change norms and policies that hinder opportunities for youth.

Duties and Responsibilities:

- ✓ Supervise and coordinate the production of project outputs to the required standard of quality and within the specified constraints of time and cost as outlined in the project document.
- ✓ Mobilize all project inputs in accordance with procedures for implemented projects.
- ✓ Supervise, guide and coordinate the work of the Project Implementation Team, consultants and activity/sub-project contractors under component of the project.
- ✓ Liaise with relevant government agencies, and all implementing partners for effective coordination of all project activities and directly lead the policy initiatives.
- ✓ Oversee and ensure timely submission of all kind of reports.

- ✓ Disseminate project reports and respond to queries from stakeholders.
- ✓ Carry out regular, announced and unannounced inspections of all sites and activities.
- ✓ Supervise the management of the programme budget and ensure delivery of budget as per approved work plans;
- ✓ Ability to administer budgets, lead a team, train and work effectively with counterpart staff at all levels, and interact effectively with all groups involved in the project
- ✓ Oversee and finalize terms of reference (TOR) for national and international consultants/experts and subcontractors;
- ✓ Develop and implement monitoring and evaluation mechanism for financial, administrative, and operational activities and ensure timely submission of progress and financial reports;
- ✓ Ensure coordination of programme activities and effective communication with all stakeholders to facilitate smooth implementation of the programme;
- ✓ Identify and monitor issues and risks regarding the delivery of programme outputs and activities and recommend remedial actions
- ✓ Oversee the stakeholder engagement process and manage inter and intra working relationships

Qualifications:

- ✓ Masters/M.Phil degree in “Social Sciences”
- ✓ Prior 7 years’ experience in a “Senior Management Role” in National & International organizations, especially in SRH Projects.
- ✓ Working experience with the project stakeholder institutions and agencies
- ✓ Excellent communication skills and effective interpersonal and negotiation skills, proven through successful interactions with all levels of stakeholder groups, including senior government officials, business executives and local people/communities
- ✓ Strong writing, presentation and reporting skills
- ✓ Strong computer skills