

Career Opportunity

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

Project 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:

- ✓ Overall project management:
- ✓ Prepare and update project work plans in collaboration with the OXFAM Novib office and close liaison with project sites
- ✓ Manage the realization of project outputs through activities;
- ✓ Provide direction and guidance to project team(s)/ responsible partners;
- ✓ Identify and obtain any support and advice required for the management, planning and control of the project;
- ✓ Liaise with any suppliers;

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- ✓ Plan the activities of the project and monitor progress against the initial quality criteria.
- ✓ Ensure timely preparation and submission of financial reports and settlement of advances.
- ✓ Securing proper use of project budget.
- ✓ Mobilize goods and services to initiative activities, including drafting TORs and work specifications;
- ✓ Monitor activities as determined in the Monitoring & Communication Plan, and update the plan as required;
- ✓ Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- ✓ Manage and monitor the project risks as initially identified in the Project and update the status of these risks by maintaining the Project Risks Log;
- ✓ Be responsible for managing issues and requests for change by maintaining an Issues Log.
- ✓ Amend Work Plan in accordance to output delivery
- ✓ Facilitate and cooperate with audit processes at all times as required.
- ✓ Organize and undertake consultations with experts and seminars
- ✓ Prepare and maintain meeting minutes
- ✓ Carry out and manage any procurement under the project
- ✓ Manage the project resources e.g. office equipment, furniture and stationery procured under the project
- ✓ Organize and coordinate evaluation of the project.
- ✓ Project Manager will be responsible to prepare all kinds of reports as per project document and share with the “Senior Management” at Head Office as well as with the donors.
- ✓ Manage the transfer of project deliverables, documents, files, equipment and materials to beneficiaries at the end of project.

Qualifications:

- ✓ Masters/M.Phil degree in “Social Sciences or Administration”

- ✓ Prior 5 years' experience in a "Project Management Role" in National & International organizations, especially on SRH.
- ✓ 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