



Zindagi Trust

Program Officer – Job Description

The Program Officer will be primarily responsible for coordination between the head office and the trust's two main programs of School Reform and Paid to Learn. She will also be responsible for managing relationships with relevant government officials, current and prospective donors, volunteers and partner organisations. Her role will involve basic monitoring & evaluation as well as reporting on program activities to the CEO.

Reporting

The Program Officer will be based in the Zindagi Trust head office in **Karachi** and will be reporting directly to the CEO

Responsibilities

- Manage communication between the Head Office and both schools under School Reform project on a daily basis
- Maintain a digital (and physical where applicable) record of all activities under the School Reform project
- Develop project proposals (including concept notes, grant proposals and implementation work plans) for new projects at all schools for submission to donors, with the guidance of the CEO and senior management
- Prepare monthly, annual and end-of-project narrative reports and other reports (e.g. minutes of monthly team meetings and annual board meetings) as required
- Compile and collate progress reports for donors, in coordination with the Project Managers
- Participate in NGO assessments (e.g. by PCP), task-force teams, workshops and support office visits etc.
- Provide program update and information as required to senior management to assist with dissemination of information to key government offices, partners, corporates and major donors.
- Capacity to conceptualize programmed interventions
- Monitor and manage various small initiatives at school (e.g. nutrition support program) and coordinate, plan, supervise the implementation of various programs at the schools
- Establish and manage relationships with major individual and organisational donors
- Establish and manage relationships with partner NGOs and potential partners

- Manage communication with volunteers and direct them to the relevant school manager where applicable
- Perform any other task that may be required for the smooth functioning of the office managing both schools

Requirements

- Minimum Qualification: Bachelors Degree, preferably in education, management or relevant social science
- Minimum Experience: 2-3 years, preferably in the non-profit sector
- Excellent oral and written communication skills in English
- Candidate must be digitally savvy and well-versed in modern office suites (such as Microsoft Office), online-sharing solutions (Google Docs, Dropbox, etc.). Experience with knowledge management tools and social media preferable.
- Ability and willingness to learn quickly
- Creative, energetic, ability to work independently with minimal supervision

Availability

The candidate should be able to start this summer, preferably ASAP

Remuneration

The salary for the role will be between PKR 40,000 and 60,000 depending on the quality and experience of the candidate

Interested candidates should email their resumes to info@zindagitrust.org by October 20th 2017