

## **Terms of Reference**

### **Job Title: District Coordinator**

Institute of Social and Policy Sciences (I-SAPS) is mandated to undertake multi-disciplinary research, developing human resources, informing public policies, optimizing development initiatives and engaging state and market actors for sustainable development. I-SAPS is engaged in research and analysis, policy dialogues and advice, and teaching and capacity building programs. Support and services offered by the Institute are available to public, private and development sector organizations and their staff. The Institute also engages in development projects at selected geographical areas.

I-SAPS is currently undertaking an initiative titled 'Sustainable Transition and Retention in Delivering Education (STRIDE)' in two districts of Punjab and two districts of Khyber Pakhtunkhwa. For the implementation of project activities, I-SAPS is hiring district coordinators in these districts.

### **Job Description:**

4 District Coordinators will be based in District Bahawalpur, District Muzaffargarh, District Kohat and District Swabi. The district coordinators will be required to:

- Manage project activities in their respective districts including management of afternoon schools.
- Coordinate with Social Mobilizers in Mobilizing community including parents and public representatives etc.
- Coordinate with the relevant EDOs, DEOs, DDEOs and AEOs.
- Coordinate and manage working of Social Mobilizers and ensure the timely delivery of project deliverables.
- Monitor field staff and activities.
- Timely deliver monthly, quarterly and annual reports.
- Coordinate and manage trainings, meetings of Tehsil Education Support Committees, and interaction with local politicians.
- Undertake any other tasks assigned by Project Manager during the course of the project.

### **Qualifications/Experience:**

- Masters Degree or relevant advanced degree in Public Policy, Social Sciences or Humanities.
- At least 5 years programme / project coordination experience in the field.
- Proficient in MS Office, MS Word, etc.
- Good writing skills in English, especially report writing.
- Advocacy and communication skills.
- Expertise in community mobilization and project management.

### **To Apply:**

Please send you CVs to [info@i-saps.org](mailto:info@i-saps.org) by 20<sup>th</sup> March 2017.