

POSITION ANNOUNCEMENT

Project Manager

Institute of Social and Policy Sciences (I-SAPS), Islamabad (Pakistan) is providing technical support and assistance in the design, management, and execution of different projects and programs for public, private and development sector organizations across all provinces and regions of Pakistan. In addition, I-SAPS designs and implements multiple monitoring and evaluation assignments in different sectors. Key sectors and cross-cutting themes encompassed in our technical assistance and monitoring and evaluation portfolio include policy and governance, education (including education infrastructure), health and nutrition, social protection, peace and conflict, disaster risk reduction, climate change and adaptation, budgets, and financing, as well as migration.

I-SAPS is currently looking for a Project Manager to lead and support our ongoing projects and the monitoring and evaluation assignments. The Project Manager will also provide technical support for developing technical and financial proposals in different areas of interest to I-SAPS.

Listed below are the minimum requirements for the position, as well as its broad scope of work:

Minimum Qualifications and Experience:

- Master's degree from a recognized university.
- 5-8 years of experience managing donor-funded projects and programs at national, provincial, district and community levels.
- 3-5 years of experience working on research, monitoring, and evaluation exercises (qualitative and quantitative) in Pakistan's context.
- Full understanding of Program/Project Development and Implementation Cycle. Hands-on experience with project management tools, e.g., developing SMART objectives, indicators, Gantt charts, activity tracking tools etc.
- Has a strong understanding of designing and executing qualitative and quantitative research studies, their sampling frameworks, data analysis tools, monitoring and evaluation exercises and field surveys.
- Experienced in coordinating with technical experts and field teams for the successful execution and completion of projects and programs within the specified timelines.
- In-depth understanding of donor portfolios and interventions in the sectors mentioned above.

- Must have experience in coordination at senior management levels and be proficient in effectively communicating and coordinating with donors/clients.
- Demonstrated history in organizing and building coalitions between a wide range of stakeholders for successfully designing and delivering projects and programs.
- Strong analytic and report writing skills and experience in developing technical proposals for donor-funded projects responding to their requirements.
- Strong understanding of donor reporting and compliance requirements.
- Proficiency in MS Office and MS Project.

Broad Scope of Work:

1. Provide day-to-day support and ensure implementation of the project and program activities in a well-coordinated manner.
2. Coordinate with donors/clients on all technical matters of the assigned projects and ensure the fulfilment of their requirements agreed upon within the scope of work and contracts/agreements.
3. Coordinate with technical experts engaged in various positions to mobilize their inputs and execute their terms of reference.
4. Take the lead/contribute to developing technical deliverables such as data collection plans, tools, survey protocols and plans, and analysis reports.
5. Ensure technical delivery of all outputs and deliverables to the client's satisfaction with due care to quality assurance at all levels.
6. Coordinate with stakeholders, partners, and clients to implement various activities and tasks, such as developing research and evidence products, communication materials, capacity development interventions and training.
7. Maintain active liaison and networking with existing clients to tap new opportunities that arise from time to time.
8. Design, coordinate and manage capacity building/training events to be organized for various stakeholders as part of ongoing interventions, such as local research institutions, government departments and their officials, and universities.
9. Coordinate the meetings, workshops and events and ensure the provision of required technical and logistical support to the partners and clients as and when required.
10. Undertake field visits and remote monitoring and evaluation of the program activities using advanced tools and technologies, as and when required.

11. Support business development activities by exploring and identifying opportunities in the areas of interest of I-SAPS, supporting the process of developing technical proposals, coordinating with experts for teaming them up for upcoming opportunities and participating in the pre-bid meetings of opportunities that arise from time to time.
12. Dissemination of success stories from I-SAPS's interventions at the relevant forums.
13. Any other tasks assigned by the senior management.

Selection Process:

- A team of experts will review only the resumes meeting the minimum qualification criteria.
- Applicants meeting minimum criteria with distinct experience will be selected for the second round of the selection process i.e., panel interview.
- An interview panel will conduct in-person interviews of top candidates.

Application information:

Applications for this position should include a cover letter and resume. These should be sent electronically to hrl@i-saps.org by December 28th, 2022.