

Project Manager

Form of Employment: Full time

Location: Islamabad, Pakistan

Background:

The Institute of Social and Policy Sciences (I-SAPS) is a policy research and advocacy institute working across Pakistan in a number of research areas, including education, disaster risk reduction, peace and stabilization, health and climate resiliency. I-SAPS undertakes multi-disciplinary research, develops human resources, informs public policies and engages the state and market in informed policy dialogues for sustainable development. Research and policy support and services offered by the institute are available to public, private and development sector organizations and their staff.

Tasks and Responsibilities:

As a project manager, your tasks would be the following:

- **Project Implementation and Coordination:**
 - Provide day-to-day support and ensure implementation of the project and program activities in a well-coordinated manner.
 - Coordinate with 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.
 - Coordinate with technical experts engaged in various positions to mobilize their inputs and execute their terms of reference.
 - Ensure technical delivery of all outputs and deliverables to the client's satisfaction with due care to quality assurance at all levels.

- **Stakeholder Engagement:**
 - 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.
 - Design, coordinate and manage capacity building/training events to be organized for various stakeholders as part of ongoing interventions.
 - 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.

- **Field Coordination:**

- Undertake field visits and remote monitoring and evaluation of the program activities using advanced tools and technologies, as and when required.

Values and Competencies

Core Values:

The following values form the foundation of I-SAPS' internal culture and alignment with them is a necessary prerequisite for consideration:

- Human Dignity
- Respect for Diversity
- Honesty and Integrity
- Transparency

Required Skills and Experience:

- Master's degree, or above, in project management, business administration, development studies, or a related field.
- Minimum 5-8 years of experience managing projects and programs at national, provincial, district and community levels. Out of which, 3-5 years of experience working on research, monitoring, and evaluation exercises (qualitative and quantitative) in Pakistan's context.
- Comprehensive 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.
- Experienced in coordinating with technical experts and field teams for the successful execution and completion of projects and programs within the specified timelines.
- Must have experience in coordination at senior management levels and be proficient in effectively communicating and coordinating with clients.
- Demonstrated history of organizing and building coalitions between a wide range of stakeholders for successfully designing and delivering projects and programs.
- Strong understanding of and compliance requirements.
- Proficiency in MS Office and MS Project.

Functional Competencies

- Strong written and verbal communication skills, with exceptional attention to detail and accuracy.
- Ability to work independently, prioritize tasks, and manage multiple projects simultaneously.



- Strong interpersonal skills and the ability to collaborate effectively with diverse stakeholders.
- Knowledge of current trends and best practices in communications, outreach, and digital media.

What we offer:

I-SAPS offers meaningful learning opportunities to work as part of a diverse organization having international and national presence. As part of a team of renowned experts and researchers, you will have the opportunity to contribute to impactful research initiatives and communicate findings to diverse audiences. Furthermore, you will play a role in informing the policy making process in Pakistan. The remuneration will be finalized based on prior experience and candidate's core competencies.

How to apply:

If you are interested in applying for this position, please send your application (cover letter and CV) to hqs@i-saps.org. Please include "**Project Manager**" in the subject line. Please note that only shortlisted candidates will be contacted for an interview. I-SAPS is committed to diversity and does not discriminate in employment based upon gender.

Institute of Social and Policy Sciences (I-SAPS)

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