BRITISH COUNCIL

Role Profile

A. JOB DESCRIPTION

Job title, reference number and location	**Aawaz II: Project Coordinator (Punjab)**		
Strategic Business Unit	Aawaz II	Country, region	Islamabad, Pakistan
Pay band	LTTA Contract	Contract duration	Till 31-Dec-26

PURPOSE OF JOB
Project coordination amongst different aspects of the project, provide administrative support to the project to ensure smooth day to day operations and leading on the delivery of defined project outcomes/results.

CONTEXT AND ENVIRONMENT

The British Council
The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections, and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language and education. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

About the project
The Aawaz II is working with local communities to promote the rights of women, youth, persons with disabilities, religious minorities, and other excluded groups, to strengthen and facilitate their development. The programme has a focus on the issues of child marriage, gender-based violence, and intolerance, to which marginalised groups are extremely vulnerable.

The Impact the Aawaz II programme is hoping to achieve is: A more inclusive, tolerant, and peaceful Pakistan, with less exploitation and intolerance. British Council is leading on the delivery of Pillar 2, Community Dialogue, Awareness and Voice and Pillar 3, social cohesion, and conflict pre-emption. As part of the delivery of these pillars, Aawaz II is supporting the capacity building of Aawaz Aagahi Centres (AACs) across 37 districts to provide a safe space for marginalised members of the community, getting information on their rights and promoting social cohesion and promote tolerance particularly towards religious minorities. Aawaz II aims to achieve these objectives by creating a more protective and enabling environment for girls, boys, women, youth, religious minorities, the differently abled and those at risk of exploitation.

KEY RESPONSIBILITIES:
1. Project Delivery
- Co-ordinate the delivery of specified project activities and undertake specified technical/support tasks (e.g. manage events, communications, contacts, networks, logistics, external suppliers, meetings) to meet agreed targets for Punjab
- Provide administrative and logistical support to ensure smooth day to day operations for the Aawaz II project
- Manage coordination with internal and external stakeholders including strategic and implementing partners, project partners and colleagues from the British Council specifically for Punjab
- Make all logistical arrangements for trainings/meetings/seminars and events etc. and work closely with the Capacity Building Team, Provincial and District Partners.
- Field visits to target districts in Punjab, guide the field teams, prepare reports and minutes of the meetings and share feedback with DSPs.

- Prepare and compile reports, conduct basic research and deliver on promotional material preparation for all Aawaz II project activities in coordination with the Communications Team
- Coordination with District Teams on daily basis to ensure the smooth implementation of project activities at the Aawaz II districts.
- Ensure that the district teams are managing the AACs, AAC resource persons and teams as per project compliance.
- Keeping Track of all Village Forums and District Forums activities/meetings accordingly.
- Keeping track of Early Warning System (EWS) and Early Response Mechanism (ERM) related information and beneficiaries' details and capacity building of the focal persons.
- Ensuring that the downstream partners and provincial partners have regular coordination.
- Attending the meetings organised by the DSPs physically and virtually where required.
- Supporting MEL team in generating evaluation reports of project activities and Trainings
- Maintaining and updating multipule programme related tracking / control sheets

2. Stakeholder Management
- Support the Provincial Project Manager Punjab in managing relationships of key contacts for the project including implementing partners.
- Prepare Travel Clearance Approvals (TCAs) and Risk Assessment Forms (RAFs) wherever necessary and coordinate with the Security Manager for necessary approvals.
- Coordination with provincial partners and with the relevant government departments.
- Reviewing Reports from DSPs and providing feedbacks.
- Assist Project Manager in preparing stocktake slides.

3. Compliance and Financial Management
- Interpret and follow British Council and donor project procedures (project, financial and risk reporting) to ensure compliance with all systems and standards
- Liaise with the British Council procurement team for all logistics procurement and relevant payments and ensure that donor policies and procedures are complied with
- Ensure that the necessary documents and processes regarding to the project delivery are in maintained as per the specified guidelines
- Provide financial accounting support for Aawaz II project on a regular basis
- Ensuring that the DSP teams are utilising the project budget according to Scope of Work (SOW) and work plan shared by the PMU
- Liasoning between PMU communications department and DSPs and ensuring DSP compliance with branding policy and guidelines.

4. Knowledge Management
- Collate information for preparation of documents such as presentations, meeting minutes, consent forms etc for meetings, field work and events
- Provide support to the Provincial Project Managers in developing content including policy briefs, Terms of Reference (ToR) and project reports
- Ensure all project data and administrative documentation is recorded and saved as per British Council and donor guidelines

KEY RELATIONSHIPS
The post holder will need to develop successful relationships with
- Key project stakeholders including project partners and consultants
- Business Support teams (such as procurement) in British Council for all financial aspects of the job

OTHER IMPORTANT REQUIREMENTS OF THE JOB
The post holder is required to travel occasionally and work unsocial hours

APPLICATION SUBMISSION
Please submit your Curriculum Vitae (in the format attached) and a brief cover letter stating your experience and interest in undertaking this assignment by email to

To: Urooj.Ejaz@britishcouncil.org

at the latest by **25 July (11:53 PM PST).** Please use the subject **"PC Punjab - Your Name"** in the subject line of email you may send. Please make sure the CV is submitted on the **attached format** at the end of this document (page 4).

Passport/visa and/or nationality requirement.	Right to work in Pakistan
Security or legal checks required for this role.	Comprehensive background check

B. PERSON SPECIFICATION

	Essential	Desirable	Assessment stage
Behaviours *Please see The Behaviours Dictionary for behaviour definitions and levels*	**Behaviours assessed during interview stage of recruitment process** Working Together - *essential* Being Accountable - *essential* Making it Happen - *essential* **Behaviours assessed during recruitment process** Shaping the Future - *essential* Connecting with Others - *essential* Creating Shared Purpose - *essential*		The position holder will be required to demonstrate all six behaviours, on the job. These will be assessed during year end performance evaluations. Behaviours to be assessed during the interview stage of recruitment are mentioned.

Skills and Knowledge *See The Core Skills Dictionary for details*	Managing Projects (L1) *Works with project management systems and procedures, and has a track record of compliance with them as a project team member.* Managing Accounts and Partnerships (L1) *Able to research business issues and contacts in stakeholder and potential partner organisations to support account management and business development.* Managing Finance & Resources (L2) *Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.* Communicating & Influencing (L1) *Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.* Planning and Organising (L2) *Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.*	Analysing Data and Problems (L2) *Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives.* Using Technology (L1) *Able to use office software and British Council systems to do the job and manage documents or processes.* Managing Risk (L1) *Demonstrates understanding of risk management policies and procedures and record of following them* English Language Proficiency (C1) *• Can understand a wide range of demanding, longer texts, and recognise implicit meaning.* *• Can express ideas fluently and spontaneously without much obvious searching for expressions.*	Short listing, test and/ or interview
Experience	At least 2 years of relevant experience		Short listing and/ or interview
Qualifications	14 years of education	Professional qualification in a related field	Short listing and/or interview

NAME

Profile: (BRIEF OVERVIEW OF PROFILE, EXPERIENCE AND STRENGTHS)

Current position

Nationality
Pakistani

Qualifications

Languages

English	Fluent
Urdu	Mother Tongue

Key skills

(highlight technical/management and soft skills)

Relevant experience:
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR

Other Experience
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR