**Role Profile**

**Programme Coordinator – Pakistan Youth Leadership Initiative (PYLI), Punjab, KPK and ISB**

DEADLINE: 5 June 2023- (10 pm Pakistan time)

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| Role information |  |  |
| Role type | **Pay band** | **Duration** |
| Business, Partnership and Programme Development | **Grade 4 / H** | **3 years (Consultancy Contract); Start date 1 July 2023.****Location: Islamabad**  |
| How to apply |
| **Open Call will be initiated.****Submission guidelines:*** Email subject: Application for ‘Post title’
* KINDLY SHARE YOUR CVS ALONG WITH COVER LETTERS ON THE FOLLOWING ADDRESS: Iftikhar.ahmed@britishcouncil.org.pk .
* Separate emails to each posts (if more than one application by one person)
* Applicants failing to comply with the above mentioned guidelines will not be considered
* Shortlisted candidates will be called for interviews
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| Role purpose |
| Project coordination amongst different aspects of the PYLI project, provide administrative support to the project to ensure smooth day to day operations and leading on the delivery of defined project outcomes/results in Punjab, KPK and Islamabad. |
| Role context |
| “Pakistan Youth Leadership Initiative” (PYLI) is a three-year project led by British Council Pakistan will be implemented in Pakistan in partnership with Government of Pakistan’s Youth Development Programme, local CSOs and public universities. The project is co-funded by Education Above All Foundation’s programme “Reach Out to Asia” under their “Global Citizenship Education (GCED) for Climate Action” initiative. The project will be implemented in KP, Balochistan, Sindh and Punjab.Project Objective: Young women and men in Pakistan are aware of social and ethical values, and respectful of diversity by taking inclusive and responsible actions to influence local, national, and global sustainable development agenda on climate action.Outcomes:Outcome 1: 80 public universities and 30 CSOs in Pakistan have increased capacity on implementing digital and global citizenship education and climate change education offers for young women and men.Outcome 2: Young women and men in Pakistan demonstrate increased knowledge, skills and awareness of digital and global citizenship, have increased digital literacy and demonstrate leadership skillsOutcome 3: Young women and men in Pakistan have a better understanding of climate change as a global challenge affecting their country and the worldOutcome 4: Young women and men develop cross cultural connections and networks in Pakistan and internationally to deliver youth lead climate actions for the benefit of their communities and advocacy for agenda setting at national and international levels. |
| Main accountabilities |
| KEY RESPONSIBILITIES:Project Delivery:* Co-ordinate the delivery of PYLI project activities and undertake specified technical/support tasks (e.g., manage events, communications, contacts, networks, logistics, external suppliers, meetings) to meet agreed targets for the designated region (Punjab, KPK and Islamabad)
* Provide administrative and logistical support to ensure smooth day to day operations for the PYLI project
* Manage coordination with internal and external stakeholders including CSOs and Universities and colleagues from the British Council specifically for the designated region
* Carry out all administrative tasks related to the preparation of contracts and ensure proper record maintenance
* Make all logistical arrangements for trainings/meetings/seminars and events etc.
* Prepare and compile reports, conduct basic research and deliver on promotional material preparation for all PYLI project activities in coordination with British Council Marketing and Communications team
* Coordination with CSOs and Universities teams on regular basis to ensure the smooth implementation of project activities.
* Keeping Track of all project activities/meetings accordingly.
* Attending the meetings organised by the CSOs and Universities face to face/virtually
* Supporting MEL team in generating evaluation reports of PYLI project activities and trainings
* Maintaining and updating multiple programme related tracking / control sheets

Stakeholder Management* Support the provincial project manager in managing relationships of key contacts for the project including CSOs and Universities
* Prepare Travel Clearance Approvals (TCAs) and Risk Assessment Forms (RAFs) wherever necessary and coordinate with the Security Manager for necessary approvals
* Coordination with CSOs and Universities and with the relevant government departments
* Reviewing Reports and providing feedbacks

Compliance and Financial Management* Interpret and follow British Council and ROTA 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 ROTA policies and procedures are complied with
* Ensure that the necessary documents and processes regarding the project delivery are maintained as per the specified guidelines
* Provide financial accounting support for ROTA project on a regular basis
* Liaison between British Council marketing and communications team and ensuring CSOs and Universities compliance with British Council and ROTA branding policy and guidelines.

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 (ToRs) and project reports
* Ensure all project data and administrative documentation is recorded and saved as per British Council and ROTA guidelines

Safeguarding:* Complete Introduction of Safeguarding e-learning courses (Mandatory e-learning course)
* Due diligence for Safeguarding is conducted for implementing partners.
* Ensure that the implementing partners and strategic partners understand the safeguarding code of conduct and comply with the safeguarding standards related to children /adult when conducting British Council activities
* Ensure protection of data related to children and adult
* Ensure strict application of safeguarding in planning, implementation and monitoring of ROTA implementing partners
* Escalate Safeguarding issue to the ROTA safeguarding focal person and head, Pakistan
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| Condition of employment  |
| Proof of Identity requirements/right to work in countryCandidates are expected to have researched whether they have the right to live and work in the country in which the role is based. Given that our offices have different legal status depending on the work we do in those countries, we recommend that you contact HR in country for additional information on the likelihood of securing a visa. Only at its discretion will the British Council provide support so please check first whether visa support is offered. | Shortlisting |
| Language Requirements  | **Assessment stage** |
| C1 English  | Shortlisting  |
| Additional job requirements  |  |
| Role could require some domestic and international travel as required by the programme and some out of hours and evening work responding to or driven by programme/portfolio needs |  |
| Person specification |
| Qualifications |  |
| Minimum/essential | **Desirable** | **Assessment stage** |
| Bachelors/ Masters in relevant field |  Foundation level Project Management certificate  | Shortlisting |
| Role specific knowledge and experience |  |
| Minimum/essential | **Desirable** | **Assessment stage** |
| * Experience of coordinating projects from start to finish and familiarity with project life cycles.
* Proven experience of managing project finances.
* Experience of managing stakeholders
* Project management qualification desirable.
* More than 1 years working in project or programme management.
* Experience of using technology n project delivery.
* Good understanding and experience of supporting monitoring and evaluation.
 | - Experience / understanding of youth development, capacity building programming - Experience and understanding of digital learning tools - Experience and understanding of climate action / education sector areas. | Shortlisting AND/OR interview |
| Role specific skills | **Assessment stage** |
| *Refer to function/job family skills framework where applicable*  | Shortlisting AND /OR interview |
| British Council core skills | **Assessment stage** |
| * Managing projects 1
* Communicating and Influencing 1
* Managing risk 1
* Account and Partnership management 1
* Planning and organising 1
* Finance and resources 1
 | Shortlisting AND /OR interview |
| British Council values and behaviours  | **Assessment stage** |
| British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are:Open and Committed; Expert and Inclusive; Optimistic and Bold. The behaviours for each values pair can be found on our [Intranet SharePoint site](https://britishcouncil.sharepoint.com/about-us/Values/Pages/How-we-behave-says-who-we-are.aspx) for internal staff and at our Careers portal for external applicants. | Shortlisting AND /OR interview |
| For Recruiter / Hiring Manager use only |  |
| Background Checks Initial and continuing employment with the British Council is subject to an annual background check. The job undertaken defines the nature of check(s) and assessment applied, please identify the one screening category considered relevant for this job: | Offer |
| * Senior Manager (PB9/SMP and all head of function/business area, Director or Country Director jobs at PB7/8).
 | Yes/No |
| * Finance (directly managing expenditure or revenue of or more than £1 million e.g. payroll, procurement, accountancy/controller).
 | Yes/No |
| * Regulated for child safeguarding (The job is considered regulated if the role holder has frequent (minimum of once a week) or intensive (more than 4 days in one month) occurs in a place giving access to children (e.g. School) or is the line manager of others undertaking regulated activity)
 | Yes/No |
| * Standard Screening (If none of the above categories apply then the role is subject to standard screening)
 | Yes/No |
| Role Profile completed by  | **Date** |
| Name: |  |