

A. JOB DESCRIPTION

Job title, reference number and location	Aawaz II: Project Manager (KP)		
Strategic Business Unit	Aawaz II	Country, region	Islamabad, Pakistan
Pay band	LT TA Contract	Contract duration	Till 31-Mar-2027

PURPOSE OF JOB

The Project Manager will be responsible to manage and deliver quality assured specified project output targets, metrics and milestones and coordinate with the relevant project partners for effective delivery of the project deliverables. S/he will provide technical backstopping to field teams and partner staff in Aawaz II thematic areas and priority groups.

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, social cohesion, 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. 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. Currently Aawaz II works with civil society partners in 15 districts of KP and Punjab, and at the provincial level through community level forums and processes include Aawaz Aagahi Centres (AACs), community- based and led Village Forums (VFs), and District and Provincial Forums. The programme aims to enhance capacities of local communities for behaviour change to reduce community acceptance of child marriage, gender-based violence (GBV), intolerance, exclusion, exploitation and harmful practices, promote social cohesion and tolerance, and provide information referrals and facilitate citizen-state engagement for uptake of services. The programme interventions for behaviour change and citizen-state engagement are driven by the Forum members and the Aawaz Change Agents (ACAs - young volunteers) supported by the AAC resource persons and Community Facilitators.

KEY RESPONSIBILITIES:

1. Project Management and Delivery

- Support the Head of Delivery in the planning, implementation and timely delivery of project activities in accordance with organisational policies and donor compliance requirements.
- Liaise closely with the Gender and Social Inclusion Advisor and the Social Cohesion Advisor to deliver technical inputs to partners and field teams and improve programme outcomes in the thematic areas.

- Identify and assess risks related to project implementation. Report risks with mitigation strategies to Head of Delivery.
- Coordination with the downstream partners and provincial partners and stakeholders for the delivery of key project outputs and outcomes.
- Lead the planning and execution of key project events including seminars, trainings and community engagement activities ensuring alignment with project objectives and provincial targets.
- Develop detailed activity work plans, timelines and budgets in collaboration with the Head of Delivery and Project Coordinator.
- Identify opportunities for operational efficiency and innovation. Recommend and implement improvements to enhance project delivery and impact.
- Maintain regular communication with delivery partners to monitor quality assurance, provide technical guidance and ensure adherence to reporting protocols.
- Prepare high-quality project reports including activity reports, success stories, donor reports, policy briefs and analytical summaries in support of Team Lead for internal, British Council and FCDO.
- Ensure project activities are in line with the overall Aawaz II work plan and strategic framework.
- Coordinate with MEL team to collect data, assess progress and support adaptive management based on findings.

2. Stakeholder Management

- Develop effective networks with the provincial CSOs and strengthen the position of Aawaz II in those networks.
- Maintain strategic relationships with the provincial implementing partners, CSOs and other external stakeholders to enable effective project delivery in the field.
- Foster collaborative relationships with local authorities to strengthen project ownership and sustainability.

3. Compliance and Financial Management

- Interpret and follow British Council project procedures (project, financial and risk reporting) to ensure compliance with all systems and standards.
- Support the Head of Delivery and Finance and Grant team in monitoring the budget utilisation and expenditure against the planned relevant project activities.
- Provide inputs for financial forecasting and accounting in support to Aawaz II Finance and Grant team.
- Ensure efficient use of project resources and alignment with donor financial guidelines.
- Support the implementation of safeguarding and inclusion standards across all project activities.

4. Capacity Building and Team Support

- Support the capacity building of field teams and partners through mentoring, training and knowledge sharing.
- Provide technical support on Aawaz II thematic focus and priority groups and behaviour change strategy to district teams
- Provide technical guidance and on job support to project staff and implementing partners to strengthen their capacity in project planning, implementation and reporting.

KEY RELATIONSHIPS

The post holder will need to develop successful relationships with

- Key project stakeholders including project partners, consultants and CSOs
- Relevant provincial coordinators for delivery of key project activities in the relevant provinces

EXPERIENCE AND QUALIFICATIONS

The prospective applicant should have a bachelor's degree, with at least 5 years in a management position.

S/he should have experience of development sector programmes in Aawaz II thematic areas, with technical knowledge and expertise in at least two of the themes.

S/he should be fluent in English writing. Pashto language will be an asset.

Women, persons with disabilities, transgender persons and religious minorities are encouraged to apply.

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 **9 May 2025 (11:53 PM PST)**. Please use the subject “**CBC - 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 <i>The Behaviours Dictionary</i> for behaviour definitions and levels	Behaviours assessed during interview stage of recruitment process Working Together - <i>essential</i> Being Accountable - <i>essential</i> Making it Happen - <i>essential</i> Behaviours assessed during recruitment process Shaping the Future - <i>essential</i> Connecting with Others - <i>essential</i> Creating Shared Purpose - <i>essential</i>		The position holder will be required to demonstrate <u>all six behaviours</u> , 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 <i>The Core Skills Dictionary</i> for details	<u>Managing Projects (L3)</u> Analyses requirements with the sponsor/stakeholders, defining the specification, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects <u>Managing Finance & Resources (L2)</u> Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team. <u>Communicating & Influencing (L3)</u> Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging. <u>Planning and Organising (L2)</u> Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.	<u>Analysing Data and Problems (L2)</u> Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives. <u>Managing Risk (L1)</u> Demonstrates understanding of risk management policies and procedures and record of following them <u>Managing Accounts and Partnerships (L2)</u> Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust	Short listing, test and/ or interview
Experience	At least two years of relevant experience in the civil society sector		Short listing and/ or interview
Qualifications	14 years of education in a related area	Professional qualification in project management or social sciences	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