

A. JOB DESCRIPTION

Job title, reference number and location	Capacity Building Manager – AAWAZ II		
Strategic Business Unit	Aawaz II	Country, region	Islamabad, Pakistan
Pay band	LTTA Contract	Contract duration	Until Dec. 2026

PURPOSE OF JOB

Capacity Building Manager will be responsible for managing capacity building activities and Resource Partner and ensuring coordination Downstream Partners and Programme Management Unit for timely and effective delivery of capacity building component of the programme. Capacity Building Manager will report to the Advisor Gender and Social Inclusion.

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

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, persons with disabilities (PWDs) 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 - youth volunteers) supported by the AAC resource persons and Community Facilitators.

ABOUT THE ROLE

Capacity Building Manager is expected to manage, oversee and ensure the delivery of capacity building interventions of Aawaz II. The role also involved managing Resource Partner, providing technical support for knowledge building of community members and partners. Capacity building will be developing content and products for capacity building of community members on GBV, child marriage, social cohesion and inclusion of vulnerable groups including women, youth, religious minorities, persons with disabilities and transgender persons.

KEY RESPONSIBILITIES:

Manage and oversee capacity building activities

- Manage all capacity building activities of PMU and partners on programme thematic issues including GBV, child marriage, social cohesion and inclusion of vulnerable groups
- Develop workplans and timelines with the Resource Partner in coordination with Gender and Social Inclusion Advisor and ensure timely delivery of capacity building activities
- Provide support to programme partners for ensuring that all capacity building activities, plans and material promote inclusion of marginalised groups
- Manage budget flows and forecasting for the Resource Partner and PMU specific activities, liaise with Senior Programme Manager and Head of Finance and Compliance for financial reporting, audit checks and addressing key issues

Provide technical support on thematic issues

- Develop agenda and other relevant material for capacity building activities with partners and communities
- Develop and provide support for developing technical material such as manuals, handouts, policy briefs, papers, fact sheets and case studies
- Ensure the Resource Partner delivers high quality material for local communities on programme thematic issues
- Develop learning material and tools, focusing behaviour change, while using virtual and other tools

Coordinate and liaise with team and partners

- Coordinate with Resource Partner to ensure development of a comprehensive capacity building plan and quality assurance tools for programmes activities across Khyber Pakhtunkhwa and Punjab as per agreed timelines
- Work with Delivery Team and downstream partners to collate and manage execution of the capacity building plan as per CWP of Aawaz II
- Coordinate with MEL Lead to ensure MEL framework is in sync with capacity building activities and Resource Partner is oriented on all tools, reporting requirements and timelines
- Line Manage Capacity Building Coordinator

Quality assurance and reporting

- Lead on quality assurance framework with the support of Advisor Gender and Social Inclusion
- Oversee and provide support to Resource Partners for all activities and interventions including contracts of consultants, logistical arrangements of capacity building activities and manage coordination with all programme partners
- Develop quarterly and annual reports of programme for donor submissions

KEY RELATIONSHIPS

The post holder will need to develop successful relationships with

- Resource Partner
- British Council Awaaz II team and PMU
- Report and work directly with the Aawaz II Advisor Gender and Social Inclusion

EXPERIENCE AND QUALIFICATIONS

Candidates having master's degree in social science or other relevant fields are eligible to apply.

Key requirements

- Experience of 5 to 6 years of with national / international organisation, designing, implementing and managing capacity building activities on GBV, child marriage, social cohesion and inclusion of vulnerable groups
- Experience in executing capacity building plans, developing relevant material and tools for local communities focusing behaviour change and citizen state engagement
- Experience in developing material for capacity building sessions and other activities for communities and civil society partners
- Experience of developing policy briefs, case studies, lesson learnt documents and other knowledge products
- Experience in developing capacity building tools and applications using virtual platforms
- Experience working with community groups and civil society organisations for capacity building activities and ensuring oversight of field activities
- Demonstrated experience in developing learning products for youth groups on Aawaz II thematic issues
- Good interpersonal and problem-solving skills, creativity and flexibility, ability to coordinate and build consensus
- Strong ability to organise work, meet deadlines, prioritise work under pressure, coordinate multiple tasks and maintain attention to detail.
- Excellent communication and writing skills in Urdu and English

OTHER REQUIREMENTS:

The post holder is required to travel to programme districts in KP and Punjab, and occasionally work unsocial hours

Women and individuals from vulnerable groups are encouraged to apply.

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 **18 March 2025 (11:59 PM PST)**. Please use this subject **“Capacity Building Manager - 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

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