

A. JOB DESCRIPTION

Job title, reference number and location	Aawaz II: Capacity Building Coordinator		
Strategic Business Unit	Aawaz II	Country, region	Islamabad, Pakistan
Pay band	LTTA Contract	Contract duration	Till 31-Mar-2024 (Extendable to March 2027 depending on project review)

PURPOSE OF JOB

Capacity Building Coordinator will be responsible for managing capacity building activities in the programme and coordinate closely with the provincial, downstream partners and ensuring coordination with delivery team and pillar II lead to ensure smooth running of capacity building activities.

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 project is working with local communities to promote the rights of children, 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. The *Outcome* the programme is hoping to achieve is: Pakistani society and government institutions support increased voice, choice and control for women, girls, boys, youth, religious minorities, and marginalised groups, protect them from exploitation and prevent discrimination and intolerance at all levels.

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 Aagahi Centres across 37 districts to provide a safe space for marginalised members of the community to demand improvements to state services, 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.

ABOUT THE ROLE

Capacity building coordinator will provide program and administrative support to the capacity building manager to ensure smooth day to day operations and leading on the delivery of targets related to the capacity building component.

ROLES AND RESPONSIBILITIES

Capacity Building Coordinator's roles and responsibilities will include:

- Co-ordinate the delivery of all capacity building activities and undertake specified technical/support tasks (e.g. manage events, communications, contacts, networks, logistics, external suppliers, meetings) to meet agreed targets for Punjab and KP
- Provide administrative and logistical support to ensure smooth day to day operations for the AAWAZ II capacity building segment
- Manage coordination with internal and external stakeholders including strategic and implementing partners, project partners and colleagues from the British Council for all capacity building activities
- Carry out all administrative tasks related to the preparation of contracts for STTAs and ensure proper record maintenance
- Make all logistical arrangements as necessary for capacity building related activities
- Prepare and compile reports, conduct basic research and deliver on promotional material preparation for AAWAZ II capacity building activities in coordination with the Marketing and Communications lead
- Support the capacity building manager 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
- 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 to Capacity Building Manager on regular basis
- Collate information for preparation of documents such as presentations, meeting minutes, consent forms etc for meetings, field work and events
- Provide support to the Capacity building manager in developing content including briefs, Terms of Reference (ToRs) 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
- The post holder is line managed by the Pillar 2 Lead

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

CC: Zubair.Hafiz@britishcouncil.org.pk

at the latest by **11 December (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
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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 - <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 The Core Skills Dictionary for details	<ul style="list-style-type: none"> Specific expertise in managing delivery through capacity building partners. This role requires experience in large-scale social mobilization project management. Good understanding and track record of delivering targets through CSO partners. Experience in facilitation, capacity development, research, and community mobilisation/cohesion Capacity building expertise Community mobilisation/cohesion Sound cultural understanding and high adaptability Knowledge of local languages (desirable) Demonstrated ability to analyse, understand and convey complex information in a simplified form Excellent communication, report writing, and analysis skills Proven ability to work under pressure and in complex environments Conceptual understanding of gender mainstreaming within programs (preferred) Strong written and oral communication skills in English and Urdu; knowledge of Punjabi or Pushto will be an advantage 		Short listing, test and/ or interview
Experience	<ul style="list-style-type: none"> This role, requires 2+ years of relevant work experience, Previous work experience in Punjab & KPK preferred Demonstrated experience in working sensitively in local communities in Pakistan, especially with women, youth and religious minorities Proven experience coordinating and working with a range of stakeholders 		Short listing and/ or interview
Qualifications	Bachelors degree in a relevant field	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