

Poverty and Gender Specialist/Provincial Project Manager - Karachi

Terms of Reference:

Project Name: Strengthening PRS Monitoring Project (SPRSMP)

Post Title: Poverty and Gender Specialist / Provincial Project Manager (SSA)

Duty Station: Karachi

Posted on: February 16, 2012

Last Date to Apply: February 24, 2012

Background:

The PRSP Secretariat underpins the government's institutional mechanism for poverty monitoring. The PRSP Secretariat has been mandated with the overall lead in coordinating, monitoring, evaluating, and tracking the implementation of the PRSP; and reporting progress on anti-poverty public expenditures, intermediate social indicators, and final outcomes. A critical input in achieving the targets set out in the PRSP is the effective utilization of anti-poverty public expenditures.

The purpose of the PRSP Monitoring project is to strengthen institutional capacities for results-based monitoring and evaluation of poverty reduction strategies (PRS) and has the following three outputs:

1. Public spending and allocations in pro-poor sectors analyzed reviewed and analyzed through a gender lens to better understand the contribution and needs of men and women
2. Quality, collection, analysis and management of PRSP data improved at national and province levels
3. National engagement in PRSP monitoring mobilized through participatory processes

Tasks and Responsibilities:

The managerial tasks and responsibilities include:

Support the Provincial Project Director (PPD) in the overall project management and implementation.

Operational management of the production of project outputs according to the project document and the procedures in the Project Cycle Operations Manual.

Assist PPD and UNDP in the selection and recruitment of project personnel and short term consultants.

Preparation and revision of the project work plans, budgets and financial plans.

Organization and management of project activities according to the work plan in order to produce the outputs.

Coordination and supervision of project technical personnel

Timely preparation and submission of the Annual Review Report (APR) / Quarterly Review Report (QRP) and any other required progress reports and assurance that reports prepared by project personnel or participants are prepared as required. Ensure submission of these reports to PPD, UNDP and Steering Committees.

Identification and resolution of implementation problems, with the assistance of the PPD if necessary.

Keep track and maintain accounts of the project funds in line with the relevant guidelines of UNDP and PCOM

Ensure that a proper monitoring system is in place with regular reporting and control.

Coordinate and facilitate the conduct of project evaluation.

Provide input to performance appraisals of staff assigned to the project, determine staffing needs and delegate work assignments.

Ensure that all contractual obligations are adhered to and make the necessary contracts with required staff to ensure that implementation meets project targets.

Facilitate the timely convening of Provincial Steering Committee meetings and ensure participation of its members

Organize high – level workshops / symposia and policy dialogues

The technical tasks and responsibilities include:

Identify and provide input/support on gender and poverty issues with respect to the overall ambit of Pakistan's Poverty Reduction Strategy Paper.

Monitor the progress of MDG led poverty initiatives under PRSP 2 at the sub-national levels.

Identify key opportunities, constraints and development needs for promoting gender equality through PRSP 2 and make recommendations for further improvement.

Manage the Gender Responsive Budgeting (GRB) component of the project.

Identify resources, draft TORs and supervise institutions and resource persons who will carry out the activities outlined in the work plan of the PRS Monitoring Project Management Coordination Unit (PMCU).

Liaise with ministries/departments for tasks related to the unit.

Identify resources and areas of potential research cooperation for project.

Any other job assigned relating with the functions of PRS Monitoring Secretariat by PPD.

Qualification:

The candidate should have Masters Degree Masters degree in Public Policy, Economics, Development Studies or other relevant field.

Experience:

- Minimum 5-7 years of experience in project coordination and management.
- Demonstrated ability to manage a team of specialists and to supervise the functioning of the unit.
- Excellent communication skills.
- Proficient in English language.

Please send your CV to:

The National Project Manager

Strengthening PRS Monitoring Project
3rd Floor, Federal Bank for Cooperatives Building
G-5/2, Islamabad.

or

Email to: sprsm.jobs@gmail.com