

## SENIOR PROGRAMME OFFICER –(CERTIFICATION UNIT)

Industry:	N.G.O./Social Services
Category:	Certification
Total Position:	1
Job Type:	Contract (Two Years)
Department:	Certification Unit
Job Location:	Islamabad
Gender:	Male/Female
Minimum Education:	Masters
Career Level:	Senior Programme Officer (SPO)
Minimum Experience:	5 – 7 Years
Apply By:	May 25, 2017
Posted On:	May15, 2017
Email:	<a href="mailto:jobs@pcp.org.pk">jobs@pcp.org.pk</a>
Postal Address:	31-Mauve Area, RDF Centre, Near NHA Building Sector G-9/1, Islamabad

## ORGANIZATIONAL CONTEXT

The Pakistan Centre for Philanthropy (PCP) is a nonprofit public service organization with a mandate to promote the volume and effectiveness of philanthropy for development in Pakistan.

## REPORTING RESPONSIBILITIES

SPO will report to Manager (Certification).

## JOB PREVIEW

Working under the overall supervision of the Manager (Certification), the SPO's role will be to provide assistance in the planning, designing, conduct and review of evaluations undertaken by the Certification Unit. As a development professional with significant experience of working with the corporate sector, government, CSOs and the communities at grassroots level, the SPO will be involved on a full time bases in the Certification Unit.

## JOB DESCRIPTION (TOR'S)

1. Responsible to plan and assign cases to evaluation team on day to day basis.
2. Keeping track of different steps involved in the Certification process.
3. Review of evaluation reports after evaluation by the evaluators.
4. Arrange, coordinate and handle meetings of Certification Panel once in each month.
5. Keeping liaison with members of Certification Panel.
6. Responsible for record keeping including maintenance of lists, reports, minutes and other specialized data.
7. Undertake evaluation of Non-Profit Organizations when required.
8. Coordination with other departments within the organisation.
9. Assist Manager (Certification) in discharge of other assignments (as & when assigned).
10. Any other relevant task assigned by the Executive Director.

## REQUIRED COMPETENCIES

1. Strong writing and analytical skills
2. Expert knowledge about interpreting financial statements
3. Self-starter
4. Integrity
5. Professionalism
6. Respect for diversity
7. Result orientation

8. Planning and organizing
9. Communication and trust
10. Team work

### **MINIMUM EDUCATION & EXPERIENCE**

1. Advanced university degree in social sciences or other development studies from any HEC recognized reputed University of Pakistan. Education & experience in financial management & analysis shall be a plus. Preference will give to the foreign qualified candidates.
2. 05 – 07 Years' Experience required.