

Job Description

Department:	Programme Implementation
Job Title:	Assistant Program Officer
Hours:	8
Reports to:	National Humanitarian Coordinator – NHN Pakistan
Line Management responsibility for:	N/A

Job Purpose:	The position is mainly responsible to assist National Humanitarian Coordinator in day to day work as per mandate of NHN Pakistan.
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Main duties and responsibilities:

- Draft humanitarian situation reports during emerging scenario/crises in the country
- Collect information about general guidelines, standards, requirements and other humanitarian materials such as CHS relevant to the humanitarian response
- Prepare periodic humanitarian updates (internal and external)
- Track record and necessary follow up of NHN members representing network at national and provincial humanitarian decision making and coordination forums
- Prepare drafts of 6 monthly, quarterly and monthly project reports
- Draft and maintain record of all internal and external meeting minutes
- Coordinate, facilitate and maintain the record of capacity building initiatives
- Media monitoring and sharing related information with National Humanitarian Coordinator
- Coordination with provincial chapters for enhancing and promoting humanitarian reporting
- Develop and update NHN members list, contact list of stakeholders etc.
- Maintain the records and documentation of NHN project and network
- Any other task assigned by supervisor

Person Specifications:

JOB TITLE:	Assistant Programme Officer	DEPARTMENT:	NHN - Islamabad
ATTRIBUTES	ESSENTIAL CRITERIA		DESIRABLE CRITERIA
EXPERIENCE	At least 2 to 3 years of experience in the development sector or relevant government departments.		
SKILLS & COMPETENCIES	<p>Have a strong commitment to community participation and empowerment. Have sensitivity to gender issues</p> <p>Lobbying and campaigning skills</p> <p>Negotiation skills</p> <p>Computer literacy is must with excellent typing skills.</p> <p>Proven skills of participatory methods</p> <p>Strong communication skills, verbal and written in Urdu, local languages and English (including reports, proposals and submissions)</p> <p>Ability to work independently and as part of a regional team</p> <p>Awareness of and sensitivity to the diversity of regional culture and culturally and diverse community groups</p>		<p>An ability to listen to others and learn from their ideas</p> <p>Demonstrated knowledge and understanding of financial principles and processes</p> <p>Linkages in grassroots and in media</p>
QUALIFICATION/ KNOWLEDGE	<p>A Bachelors' degree with adequate working knowledge of community mobilization and training</p> <p>Knowledge of social sector, political and governance issues in Pakistan</p>		Master's degree in social sciences