



## Job Description

<b>Job Title:</b>	District Coordinator/Lead Engineer
<b>Project:</b>	CBT and Resilience Building Buner & Shangla
<b>Department:</b>	Institutional Partnerships Development
<b>Reports to:</b>	Project Manager
<b>Location:</b>	Shangla
<b>Contract Type:</b>	Contractual 9 Months) - Extendable subject to Performance and Funding
<b>Purpose</b>	The District Coordinator / Lead Engineer will serve as the overall project lead for the <b>CBT and Resilience Building – a match-funding project of WFP and Muslim Hands</b> in Shangla. This position is responsible for overall project activities management, technical oversight of all engineering interventions, and coordination with WFP, district authorities, and community stakeholders. The role ensures timely, quality implementation of land rehabilitation, irrigation infrastructure repair, and soil/water conservation structures within the nine-month project timeline. Based in Muslim Hands' existing field office in Shangla, the District Coordinator / Lead Engineer leads a multidisciplinary team of Social Mobilizers, MEAL Officer, and technical staff to achieve project outcomes while ensuring compliance with WFP standards, GCF environmental and social safeguards, and government regulations.
<b>Main Responsibilities</b>	<p><b>Overall Project Management</b></p> <ul style="list-style-type: none"> <li>• Provide overall leadership and management for all project activities across Buner and Shangla districts.</li> <li>• Ensure project implementation aligns with the approved work plan, budget, and logical framework within the project timeline.</li> <li>• Oversee phased planning, including detailed assessments and implementation of Field Level Agreements (FLA) and Cash-Based Transfers (CBT).</li> <li>• Ensure geographical balance and avoid overlap with existing interventions through coordinated planning with WFP and district authorities.</li> <li>• Prepare and submit timely progress reports, financial reports, and other deliverables to WFP and Muslim Hands management.</li> <li>• Conduct regular field visits to monitor progress, quality, and compliance.</li> </ul> <p><b>2. Engineering and Technical Oversight</b></p> <ul style="list-style-type: none"> <li>• Lead detailed engineering assessments, design, and work norm calculation for all civil works.</li> <li>• Supervise the rehabilitation of flood-damaged agricultural land, including clearing of silt, stones, and debris from productive land plots.</li> <li>• Oversee reconstruction of damaged terraced retaining walls using local materials and labor.</li> </ul>



- Guide stabilization of slopes in high-risk zones through bioengineering (e.g., planting vetiver grass).
- Lead survey, mapping, and repair of community irrigation channels.
- Supervise rehabilitation of small water diversion and storage structures.
- Oversee construction of micro-water harvesting pits to enhance soil moisture.
- Design and supervise construction of contour trenches, bioswales, small check dams, and gully plugs in erosion-prone areas.
- Ensure all structures are built to technical standards, climate-resilient, and environmentally sound.

### **3. Cash-for-Work (CFW) and Cash Transfer Management**

- Oversee implementation of conditional cash-for-work (CFW) activities engaging flood-affected households.
- Ensure bi-monthly cash transfers with proper sequencing of rehabilitation activities.
- Verify work norms and calculations for CFW participants.
- Ensure integration of CFW within all civil works activities.
- Coordinate with WFP on cash transfer mechanisms.

### **4. Team Management and Capacity Building**

- Lead and supervise the project team, including Social Mobilizers, MEAL Officer, and technical field staff.
- Ensure effective coordination between Muslim Hands and WFP-supported operational staff.
- Conduct regular team meetings, performance reviews, and capacity building sessions.
- Ensure all staff adhere to safeguarding, PSEA, gender equality, and disability inclusion principles.
- Foster a collaborative team environment focused on quality and accountability.

### **5. Stakeholder Coordination and Liaison**

- Serve as primary liaison with WFP as the Accredited Entity for technical oversight, compliance, and integration.



- Coordinate with district administration for administrative facilitation and security.
- Liaise with technical government departments, including the District Disaster Management Unit and the On-Farm Water Management Department.
- Maintain close coordination with the Social Welfare Department for formal registration of Village Committees.
- Engage with other NGOs and UN agencies operating in the target districts to avoid duplication.
- Represent the project in Steering Committee meetings and joint review meetings with district authorities.

#### **6. Procurement, Logistics, and Budget Management**

- Oversee procurement of all Non-Food Items (NFIs), including tools, construction materials, protective equipment, seeds, and plantation inputs.
- Manage project vehicles and ensure efficient transportation for field activities.
- Monitor project expenditure against the approved budget.
- Ensure cost-effective implementation and value for money.

#### **7. Quality Assurance, Compliance, and Safeguards**

- Ensure all engineering works comply with technical specifications, safety standards, and environmental safeguards.
- Implement the Environmental and Social Risk Screening framework as per GCF and WFP requirements.
- Ensure community-led afforestation and grass planting for slope protection follow environmental best practices.
- Oversee development and handover of Operation & Maintenance (O&M) plans for all major assets.
- Ensure formal signing of asset handover agreements with district authorities and community groups.
- Uphold gender mainstreaming with an explicit quota for women in CFW and decision-making bodies.

#### **8. Monitoring, Reporting, and Documentation**

- Work closely with the MEAL Officer to ensure robust monitoring against all project indicators.



	<ul style="list-style-type: none"> <li>• Review and validate baseline, midline, and endline survey findings.</li> <li>• Document lessons learned, scalability potential, and cost-effectiveness of FLA and CBT interventions.</li> <li>• Contribute to evidence generation for Return on Investment (ROI) analysis.</li> <li>• Support development of policy briefs and knowledge products for WFP, GCF stakeholders, and district authorities.</li> <li>• Ensure photographic documentation of all rehabilitated assets.</li> </ul> <p><b>9. Exit Strategy and Sustainability</b></p> <ul style="list-style-type: none"> <li>• Lead the phased exit strategy, ensuring institutionalization of sustainable practices.</li> <li>• Facilitate formal handover of O&amp;M plans and asset ownership to Water User Groups, Village Committees, and district authorities.</li> <li>• Ensure rehabilitated assets are incorporated into local government development plans.</li> <li>• Document sustainability measures and final financial accountability in the Final Project Report.</li> </ul>
<p><b>Required Qualification, Experience and Skills:</b></p>	<p>Education preferably in civil engineering</p> <p>At least 5 years of experience in supervising community-level infrastructure projects</p> <p>Strong knowledge of poverty and development, climate change, and resilience.</p> <p>Experience of managing Budgets at community-level projects and partners.</p> <p>Monitoring and Evaluation experience.</p> <p>Fluency in written and spoken English, Urdu, and Pushtu. Knowledge of any regional language will be an added advantage.</p>
<p><b>Additional Information (Safeguarding, Inclusion, and Application Requirements)</b></p>	<ul style="list-style-type: none"> <li>• Muslim Hands maintains a zero-tolerance policy towards discrimination and unequal power dynamics and is fully committed to equity, inclusion, and safeguarding (PSEA).</li> <li>• As part of our Safeguarding Policy, all applicants must present a valid CNIC and proof of qualifications/experience at the time of test/interview.</li> <li>• Muslim Hands has a ZERO tolerance policy on prevention of Physical and Sexual Exploitation and Abuse (PSEA), Safeguarding, and child protection/GBV, which is part of MH code of conduct and Ethics.</li> </ul>



- As part of the application process, all candidates must complete and submit a Self-Declaration of Criminal Convictions Form (attached to this Job Description).
- We are an equal opportunity employer and actively encourage applications from all qualified individuals, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status, to apply to become a part of the organization
- If this role aligns with your skills and values, we encourage you to apply by submitting a detailed CV - along with a covering letter.
- Please note that only shortlisted candidates will be contacted.

We reserve the right to close the recruitment process early and make appointments before the closing date.