Job Description

Job Title:	Area Project Coordinator-PEF/PEIMA Projects
Department:	Projects & Development
Reports to:	Manager Implementation and Operations/Head of PEF Projects
Location:	Jhelum
Contract Type:	Contractual (Extendable subject to performance & availability of Funding)
Budgeted Salary:	PKR 85,000/- to 100,000/-
Purpose	This position exists for the purpose of implementing PEF/PEIMA projects of Muslim Hands at District Jhelum & Rawalpindi in accordance with PEF/Muslim Hands policies, plans and targets.
Main Responsibilities	a. Implement strategies/plans to achieve enrollment of children in Project Schools and prevent dropout of students at area level. b. Supervise and manage administration, procurement and financial procedures of PEF projects at area level. c. Responsible for smooth/efficient administration – HR, Financial and Operations of project and functioning of school operations at area level. d. Develop, implement and supervise School Development Plans at Schools in the area. e. Capacity building of staff in implementation of project activities in the field at area level. f. Coordinate and supervise trainings and capacity building activities of supervisory and teaching staff g. Regular Field supervision of Schools and identify gray areas for improvement in accordance with PEF/PEIMA/ Muslim Hands Policies and objectives at area level. h. Coordinate and conduct examinations/ periodic assessment/QAT of students as per standard procedures of schools. i. Ensure updating of students' data and teachers' information in SIS and TIS. Conduct weekly/fortnightly/monthly progress review planning & training meeting of supervisory and School Principals j. Liaise and represent PEF project at various forums in coordination with the Project Office - Muslim Hand at district level. k. Preparation and submission of consolidated monthly progress report of PEF Project schools with his / her own result-oriented analysis and recommendations to Manager-Implementation & Operations. l. Collaboration with Local NGOs, Institutions, Philanthropists and volunteers to seek technical and monetary support for improvement of schools/education m. Any other job as assigned by the senior management
Required Qualification and Skills:	▪ Masters in Social Sciences/ Education/Business Administration ▪ At least 5 years' experience with 3-4 years in similar role ▪ Having the experience to prepare subject base assessments, Tests, evaluations for students and teachers. ▪ At least 3 years' working experience as Academic Coordinator, trainers, academic quality Head.