



### Job Description

<b>Job Title:</b>	Programme Officer- WASH Programme
<b>Department:</b>	WASH Programme
<b>Reports to:</b>	Manager WASH Programme
<b>Location:</b>	Islamabad
<b>Salary Range</b>	PKR. 110,000/- to 130,000/-
<b>Contract Type:</b>	Annual Contract
<b>Purpose</b>	This position is responsible for ensuring the effective planning, coordination, and reporting of WASH program activities. The role focuses on high-quality documentation, proposal development, data verification, and communication between field teams, management, and donors to ensure compliance, accountability, and program excellence.
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure the accuracy and quality assurance of the gathered project data by providing the required support and guidance to the field teams.</li> <li>• Responsible for the proposal development process in collaboration with the WASH team.</li> <li>• Track and prepare monthly, quarterly, bi-annual, and annual progress reports of activities related to WASH; including documentation of key lessons learned and success stories.</li> <li>• Development of technical documents related to the implementation of WASH activities (terms of reference, technical studies or surveys, tender reports, announcements, technical evaluation, final reports, etc.)</li> <li>• Designing WASH problem statements, concept papers, and projects in collaboration and coordination with the Technical Coordinator.</li> <li>• Responsible for the writing of interim and final reports for donors</li> <li>• Write reports on project budgetary follow-ups.</li> <li>• Ensure effective implementation of WASH programming in accordance with program requirements and in line with Donor regulations.</li> <li>• Responsible for providing technical guidance on all WASH components of programs in Pakistan, giving support to the Program team during planning, designing, and implementation of WASH activities.</li> <li>• Ensure the quality and integrity of project implementation, including adherence to technical guidelines, administrative systems, and established deadlines</li> <li>• Together with the program team, implement WASH activities in line with the program proposals and donor requirements and ensure timely production of and submission of program reports and budget revisions.</li> <li>• Any other task assigned by the supervisor</li> <li>• Support in monitoring and evaluation of WASH activities and contribute to data verification and analysis.</li> <li>• Ensure integration of gender, protection, and environmental sustainability into WASH programming.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with government departments and cluster partners for coordination and compliance with national standards.</li> <li>• Conduct capacity-building sessions for field teams on WASH reporting tools and donor compliance.</li> </ul>
<b>Required Qualification, Experience and Skills:</b>	<ul style="list-style-type: none"> <li>• Master's degree in Environmental Sciences, Public Health, Civil/Environmental Engineering, Development Studies, Project Management or a related discipline recognized by HEC.</li> <li>• Minimum 3-5 years of relevant experience in WASH program implementation, proposal/report writing, and donor reporting in humanitarian or development contexts.</li> <li>• Strong understanding of Pakistan's national WASH policies, sector coordination mechanisms, and donor reporting requirements.</li> <li>• Proven experience in reporting, documentation, and budget development for WASH projects.</li> <li>• Familiarity with ERP systems (such as SAP, MIS, ERP or other project management databases) and project management tools (e.g., MS Project, Asana, Trello, or PMD).</li> <li>• Strong analytical, writing, and editing skills in English and Urdu.</li> <li>• Proficiency in MS Office Suite and data visualization tools (Excel, Power BI preferred).</li> <li>• Excellent communication, coordination, and teamwork skills.</li> </ul>