



## **Job Description**

<b>Job Title:</b>	<b>Regional Development Coordinator – East Africa and Middle East</b>
<b>Department:</b>	Global Operations Development, Muslim Hands
<b>Reports to:</b>	Manager, Global Operations
<b>Location:</b>	Islamabad
<b>Contract Type:</b>	contractual
<b>Salary Range</b>	PKR 230,000 – 250,000
<b>Purpose</b>	The role ensures effective communication, standardized reporting, and quality programmatic and financial evidence across the region. The RDC supports country offices in project planning, implementation, and compliance with organizational policies and strategies. The position also contributes to improved project delivery, timely reporting, and achievement of regional strategic objectives through close collaboration with technical and program teams.
<b>Main Responsibilities</b>	<p>Regional Development Coordinator - East Africa and Middle East (RDC – EA &amp; ME) will play the role of a focal person for any communication between the head office, fundraising offices and partner office across the East Africa and Middle East region. As all of the communication would be coordinated through the RDC – EA &amp; ME; thus, the person will filter and monitor the information flow.</p> <ul style="list-style-type: none"> <li>• Compile Annual Development Plans (ADPs) for the partner offices to develop strategic documents for the overall planning of partner offices.</li> </ul> <p><b>Communication and Coordination:</b></p> <ul style="list-style-type: none"> <li>• Ensure that all communication routes through the RDC – EA &amp; ME desk to maintain information flow in a structured and accountable manner. The effort to be made with the partner office to ensure this.</li> </ul> <p><b>Program Development:</b></p> <ul style="list-style-type: none"> <li>• Support partner offices in the overall proposal development process through real-time assistance during the entire process</li> <li>• Review the proposals’ drafts, verify the alignment with overall organizational standards and thematic priorities</li> <li>• Capacity building of partner offices on overall proposal development processes through targeted training, particularly the internal systems for overall improved efficiency.</li> </ul> <p><b>Programmatic Reporting:</b></p> <ul style="list-style-type: none"> <li>• Arrange the Monthly Planning and Review Meetings with partner offices</li> <li>• Review and finalize the Monthly Planning and Review Meetings reports ensuring the information presented are factual and accurate</li> <li>• Keep a close eye on changing dynamics and context within each partner office and development Situational / Context Monitoring Reports to inform the fundraising offices</li> </ul> <p><b>Program Implementation:</b></p> <ul style="list-style-type: none"> <li>• Provide partner offices the technical and operational backstopping support in program implementation for effective execution of the projects.</li> </ul>



	<ul style="list-style-type: none"> <li>• Support partner offices by providing advisory to troubleshoot any implementation issues.</li> <li>• Support Global Safeguarding Department in overall safeguarding and compliance monitoring</li> <li>• RDC will also be a member of Safeguarding Committee of the partner offices.</li> </ul> <p><b>Program Quality Management:</b></p> <ul style="list-style-type: none"> <li>• Ensure action planning for overall program quality by helping partner offices to made actionable recommendations part of their planning, proposals and implementation.</li> <li>• Extend all the required support to the Global Monitoring, Evaluation, Accountability and Learning (MEAL) desk regarding overall program performance, accountability and learning process</li> </ul>
<b>Required Qualification, Experience and Skills:</b>	<p><b>EDUCATION</b></p> <ul style="list-style-type: none"> <li>• Masters' Degree in, Development Studies, Public Policy, Management or other similar fields.</li> </ul> <p><b>DESIREABLES</b></p> <ul style="list-style-type: none"> <li>• Excellent communication in English, both verbal and written.</li> <li>• Ability to deal with stressful situations.</li> <li>• Ability to work within a team setting.</li> <li>• Ability to adapt within the working environment.</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>• Leadership and management.</li> <li>• Strategic thinking.</li> <li>• Excellent presentation, communications, and negotiation.</li> <li>• Networking, influencing and interpersonal</li> <li>• Crisis management and conflict resolution.</li> <li>• Planning, organization, time management, and coordination.</li> <li>• Proficiency in MS Office.</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• At least 2 years of previous experience on similar position with any INGO or a charitable organization.</li> <li>• Minimum of 5 years of total experience in development sector.</li> <li>• Previous management experience in an international setting is desired</li> </ul> <p>Knowledge and experience of Global standards, SDGs and other associated international frameworks</p>