



### Job Description

<b>Job Title</b>	Program Officer- Livelihood, Food Security and Emergency
<b>Department</b>	Food Security, Livelihood & Emergencies
<b>Reports to</b>	Manager Food Security, Livelihood & Emergencies
<b>Location:</b>	Muslim Hands- Country Office, Islamabad
<b>Budgeted Salary</b>	PKR 90,000/- to 110,000/- with other benefits
<b>Contract Type</b>	Annual Contract (Extendable subject to performance and availability of Funding)
<b>Purpose</b>	This role is responsible for the effective planning, execution, and monitoring of livelihood, food security, and emergency (FSLE) programs across Pakistan & AJ&K. The position requires field work, strong community engagement, and close coordination with stakeholders to ensure smooth implementation of programs. The Program Officer will also provide technical and reporting support (proposal & program reporting) to the line manager and ensure compliance with donor and organizational requirements.
<b>Main responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare all kinds of donor feedback reports, case studies, success stories and other donor-based reports for all FSLE (food security, livelihood &amp; emergency) Projects.</li> <li>• Development of Macro, Meso &amp; Micro project proposals with respect to food security, livelihood and emergencies.</li> <li>• Ensure the accuracy and quality assurance of the gathered/received project data by providing the required support and guidance to the field team.</li> <li>• Visit the field to perform and oversee the FSLE (food security, livelihood &amp; emergency) project activities.</li> <li>• Uploading the feedback reports &amp; data on MH-P3 System &amp; on MH Strategy Tracker.</li> <li>• Responsible for effective project implementation of FSLE (food security, livelihood &amp; emergency) programs under the guidance of line manager and ensure project implementation in accordance with program requirements and in line with Donor regulations.</li> <li>• Coordinate with all MH field offices &amp; local authorities, PDMA, district government, line departments, community leaders, and partner organizations to strengthen program impact.</li> <li>• Compile needs assessments based on the data gathered from field offices, in consultation with relevant stakeholders and institutions.</li> <li>• Assist in planning and implementing seasonal and emergency projects such as Qurbani, Ramadan, and Winter Response.</li> <li>• Identify gaps in program activities and recommend innovative, practical solutions to improve program effectiveness.</li> <li>• Act as a team player at both desk and field levels, contributing to a collaborative and results-oriented work environment.</li> </ul>

**Required  
Qualification,  
Experience, and  
Skills**

- 16 years of education in social sciences, development studies, or related areas recognized by the HEC.
- 2-4 years relevant NGO/INGO experience. Work experience in development or humanitarian-related fields will be an asset.
- Excellent command of English (written, oral, comprehension) and highly developed drafting skills.
- Strong analytical, reporting and writing abilities.
- Must be well versed in MS Word, Excel, and PowerPoint.