



Job Description

Job Title:	Livelihood Officer
Project:	BRAVE – Building Resilience and Addressing Vulnerability to Emergencies - North Recovery Response to 2025 Flood in Khanewal
Department:	Institutional Partnerships Development
Reports to:	Project Manager
Location:	Khanewal
Salary Package	PKR. 110,000/Month
Contract Type:	Contractual (4 Months)
Purpose	The position is part of the Climate Resilience Component of the <i>Building Resilience and Addressing Vulnerability to Emergencies (BRAVE) in Pakistan</i>. The project is led by Concern Worldwide with Muslim Hands as the implementing partner. The programme aims to provide emergency response and relief to the affected flood communities of Khanewal district and to capacitate them to anticipate, adapt to, and absorb the negative impacts of climate-related hazards.
Main Responsibilities	Main Responsibilities of the Livelihood Officer • Livelihood Recovery Planning and Implementation: ○ Support the Project Manager in planning, coordinating, and implementing all livelihood recovery activities in targeted flood-affected areas. ○ Ensure timely and transparent provision of agricultural inputs (seeds and fertilizers) to eligible smallholder farmers in accordance with beneficiary selection criteria. • Livestock Health Support: ○ Organize and supervise livestock vaccination campaigns in collaboration with veterinary departments and community representatives. ○ Maintain vaccination records, monitor animal health outcomes, and ensure proper cold chain and handling of vaccines. • Small Business Restoration: ○ Identify and assess flood-affected small business enterprises for support under the project's livelihood restoration component. ○ Facilitate the provision of inputs, tools, or grants to help beneficiaries re-establish sustainable income sources. ○ Provide basic business management guidance and follow up on recovery progress. • Vocational Skills Development: ○ Coordinate the design and delivery of vocational skills training programs to enhance employability and self-reliance among targeted beneficiaries. ○ Conduct training needs assessments (TNAs) in collaboration with community forums, knowledge hubs, and business hubs ○ Identify suitable trades and training service providers while ensuring inclusion of women and vulnerable groups. ○ Monitor the quality, participation, and outcomes of vocational training activities.



	○ Ensure training materials are gender-sensitive, inclusive, and available in local languages. ● Monitoring, Data Management, and Reporting: ○ Collect and maintain accurate beneficiary data for all livelihood activities. ○ Conduct regular field monitoring to assess progress, verify data, and ensure activities are on track. ○ Prepare and submit timely progress reports, beneficiary updates, and success stories to the Project Manager. ● Coordination and Community Engagement: ○ Liaise with local authorities, government departments (agriculture, livestock, and vocational training), and other stakeholders to ensure coordination and complementarity of efforts. ○ Mobilize and engage community members to actively participate in project interventions and ensure transparency in beneficiary selection. ● Accountability and Compliance: ○ Ensure that all livelihood activities comply with project guidelines, donor requirements, and organizational accountability standards. ○ Promote gender equity, inclusion, and environmental sustainability across all project components.
Required Qualification, Experience and Skills:	Required Qualifications & Experience ● Education: Master's or Bachelor's degree in Agriculture, Management sciences, , Business Development, Disaster Management, or related field. ● Experience: At least 4–5 years' relevant experience in skills development, vocational training, CSA, livestock management, entrepreneurship, and/or DRR programming. ● Experience in TNA, EDT , market linkages, value chain development. ● Experience in donor-funded emergency response projects (FCDO, USAID, EU, etc.) preferred. Skills & Competencies ● Strong facilitation, coaching, and mentoring skills. ● Technical knowledge of business development, CSA, livestock management, DRR/DRM. ● Strong networking and partnership-building abilities. ● Excellent report writing, documentation, and presentation skills. ● Strong command of English for reporting purposes, along with good knowledge of the local language to facilitate effective communication with communities and stakeholders. ● Competence in MS Office and training-related digital tools.