



## Job Description

<b>Position:</b>	Project Coordinator - Female
<b>Department:</b>	WASH
<b>Location:</b>	Islamabad
<b>Job Duration:</b>	12 Months
<b>Reports to:</b>	Manager WASH
<b>Gross Salary</b>	PKR 140,000/- to 150,000/-
<b>Employment Type:</b>	Contractual (subject to performance and availability of funding)
<b>Major Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Ensure implementation of the “WASH in Schools &amp; Menstrual Hygiene Management” project activities according to approved proposals, work plans, and budgets.</li> <li>• Develop detailed implementation plans for smooth and timely execution of project activities.</li> <li>• Provide technical guidance and support to project staff and teams.</li> <li>• Conduct regular site visits and follow-ups to ensure progress and quality of project implementation.</li> <li>• Ensure timely availability of financial, human, and material resources for effective project execution.</li> <li>• Identify and address challenges or issues that may affect project outcomes.</li> <li>• Design and implement activities and strategies to sensitize communities, teachers, and students on the importance of WASH and Menstrual Hygiene, integrating them into daily life.</li> <li>• Maintain strong relationships with stakeholders, including counterparts, vendors, field staff, head teachers, managers, and government line departments.</li> <li>• Monitor and review the progress of all interventions in coordination with the Regional Manager, Head of Office, and relevant desk at CO level.</li> <li>• Represent the project in official meetings, cluster meetings, and progress review sessions.</li> <li>• Ensure adherence to administrative, financial, procurement, and quality assurance procedures for short-term projects.</li> <li>• Take responsibility for overall project management, including project design, planning, implementation, and reporting.</li> <li>• Ensure proper monitoring, evaluation, and learning processes are followed.</li> <li>• Oversee financial compliance, procurement processes, and coordination with sector leads for quality assurance.</li> </ul>
<b>Required Qualification:</b>	<ul style="list-style-type: none"> <li>• Master's degree in Social Sciences or equivalent from HEC recognized University</li> </ul>
<b>Required Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience in managing donor-funded projects, including WASH, Menstrual Hygiene Management (MHM), Awareness Raising &amp; Advocacy, Education, and Community Engagement. Experience in managing teams, including Social Mobilization staff and WASH Engineers.</li> </ul>



	<ul style="list-style-type: none"> <li>• Familiarity with the public education sector hierarchy and its functions.</li> <li>• Strong understanding of WASH Sphere standards and global commitments to relevant SDGs.</li> <li>• In-depth knowledge of Menstrual Hygiene (MH) projects and their strategic importance.</li> </ul>
<b><u>Required Skills</u></b>	<ul style="list-style-type: none"> <li>• Strong knowledge of Menstrual Hygiene (MH) projects and their strategic importance.</li> <li>• Leadership, decision-making, and team-building capabilities.</li> <li>• Excellent planning, execution, and organizational skills.</li> <li>• Effective communication, networking, and negotiation skills.</li> <li>• Problem-solving and conflict resolution abilities.</li> <li>• Report writing and documentation skills.</li> <li>• Understanding of financial management, procurement, and recruitment processes.</li> <li>• Community mobilization and engagement expertise.</li> <li>• Conflict management and stakeholder management</li> </ul>
<b><u>Additional Requirement:</u></b>	<p>The candidate must have hands-on experience in MHM project management and be capable of managing the entire project lifecycle from conceptualization and design to implementation, monitoring, and reporting while coordinating effectively with government departments and education sector stakeholders to achieve project objectives.</p>