



Job Description

Job Title:	Project Manager
Project:	Strengthening Community Resilience and WASH Services in Vulnerable Communities of District Pishin
Department:	Institutional Partnerships Development
Report to:	Regional Director- Baluchistan & Thematic Lead, Country Office
Location:	District Quetta / Pishin
Budgeted Salary	PKR: 250,000/-
Contract Type & duration:	Contractual / 10 months
Background	This project, supported by a UN agency, aims to improve access to climate-resilient WASH services and essential community infrastructure in vulnerable communities of District Pishin, Balochistan. Addressing challenges such as water scarcity, poor sanitation, inadequate waste management, and climate-related risks, the intervention adopts a participatory and community-led approach to strengthen resilience, improve public health, and promote sustainable local solutions through Community Action Planning, infrastructure rehabilitation, and hygiene promotion.
Purpose	The Project Manager is responsible for providing overall leadership, coordination, and management of the project aimed at strengthening community resilience and improving WASH services and climate-resilient infrastructure in vulnerable communities of District Pishin. The position ensures effective planning, implementation, monitoring, reporting, and donor compliance of all project activities, including Community Action Planning, community infrastructure development, and WASH interventions. The Project Manager will lead project staff, coordinate with government authorities, community structures, contractors, and donors, and ensure that project objectives are achieved on time, within budget, and in accordance with quality standards while mainstreaming gender, protection, accountability to affected populations, safeguarding, and sustainability principles. The role is also responsible for promoting community ownership, strengthening local capacities, and ensuring the long-term functionality and sustainability of project investments.
Main Responsibilities	<ul style="list-style-type: none"> • Provide overall leadership, management, and strategic direction for project implementation in District Pishin. • Ensure timely and quality implementation of all project activities in accordance with approved work plans, budgets, donor requirements, and organizational policies. • Lead the planning, execution, monitoring, and closure of Community Action Planning (CAP), Community Infrastructure Projects (CIPs), and WASH interventions. • Supervise and support project staff, engineers, WASH officers, social mobilizers, MEAL staff, and community facilitators. • Develop detailed implementation plans, activity schedules, procurement plans, and resource allocation plans.



- Coordinate closely with the donor and ensure compliance with all donor contractual obligations, technical standards, and reporting requirements.
- Maintain regular liaison with district administration, PHED, TMAs, DDMA, line departments, and other relevant stakeholders.
- Facilitate community engagement processes and ensure meaningful participation of women, vulnerable households, persons with disabilities, youth, and marginalized groups.
- Oversee the establishment and strengthening of village committees, community groups, and water management committees.
- Ensure Community Action Plans are prepared, validated, and linked with relevant government planning processes.
- Review and approve technical designs, BOQs, feasibility studies, environmental assessments, and infrastructure implementation plans.
- Monitor construction and rehabilitation works, including street pavements, drainage systems, culverts, community spaces, solar streetlights, waste management facilities, boreholes, overhead tanks, and water distribution networks.
- Ensure all infrastructure and WASH schemes meet technical, environmental, safety, and quality standards.
- Coordinate procurement processes and contract management activities in collaboration with procurement and finance departments.
- Ensure transparent beneficiary targeting, verification, and validation processes in accordance with approved vulnerability criteria.
- Oversee implementation of hygiene promotion campaigns, CRP trainings, community awareness sessions, and hygiene/MHM kit distributions.
- Ensure effective operation of Accountability to Affected Populations (AAP) and complaint response mechanisms.
- Mainstream gender, protection, safeguarding, PSEA, disability inclusion, and conflict sensitivity throughout the project cycle.
- Monitor project risks and develop mitigation measures related to security, access, climate, operational, fiduciary, and protection concerns.
- Lead regular project review meetings and ensure corrective actions are implemented to address delays or challenges.
- Ensure accurate collection, verification, and analysis of project data in coordination with the MEAL team.
- Review monthly, quarterly, and final narrative and financial reports before submission to IOM.
- Track progress against project indicators, targets, outputs, and outcomes and ensure achievement of project objectives.
- Ensure proper documentation of activities, success stories, lessons learned, case studies, photographs, and beneficiary feedback.
- Facilitate donor visits, monitoring missions, technical assessments, and evaluation exercises.



	<ul style="list-style-type: none"> • Lead mid-term reviews, end-line evaluations, learning workshops, and project close-out activities. • Ensure proper handover of completed infrastructure and WASH facilities to communities and relevant government departments. • Strengthen sustainability mechanisms through operation and maintenance planning, committee capacity building, and stakeholder engagement. • Ensure compliance with Muslim Hands policies, donor regulations, financial procedures, procurement rules, and audit requirements. • Prepare periodic management updates and strategic recommendations for senior management and donors. • Perform any other project-related duties assigned by the Management.
<p>Required Qualification, Experience and Skills:</p>	<ul style="list-style-type: none"> • Master’s degree in Project Management, Social Sciences, or a related field. • 8 to 10 years of progressive project management experience in humanitarian or development contexts, with a proven track record of successfully steering large-scale donor-funded projects. preferably within an INGO or UN-funded infrastructure or relevant project environment in Balochistan. • Strong proficiency in project management frameworks, contract/procurement tracking, budget management, and data-driven monitoring tools (such as MS Project or advanced Excel). • Comprehensive understanding of the localized context, administrative structures, and complex operating landscape of Balochistan, particularly District Pishin. • Full professional fluency in English, Urdu, and Pashto is essential for effective institutional reporting and community-level representation. • Advanced skills in strategic negotiation, conflict resolution, inter-agency coordination, and managing multi-disciplinary field teams under tight timelines
<p>Additional Information (Safeguarding, Inclusion, and Application Requirements)</p>	<ul style="list-style-type: none"> • Muslim Hands maintains a zero-tolerance policy towards discrimination and unequal power dynamics and is fully committed to equity, inclusion, and safeguarding (PSEA). • As part of our Safeguarding Policy, all applicants must present a valid CNIC and proof of qualifications/experience at the time of test/interview. • Muslim Hands has a ZERO-tolerance policy on prevention of Physical and Sexual Exploitation and Abuse (PSEA), Safeguarding, and child protection/GBV, which is part of MH code of conduct and Ethics. • We are an equal opportunity employer and actively encourage applications from all qualified individuals, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organization • If this role aligns with your skills and values, we encourage you to apply by submitting the required information on the online portal, and additionally sharing a detailed CV, along with a covering letter. • Please note that only shortlisted candidates will be contacted. <p>We reserve the right to close the recruitment process early and make appointments before the closing date.</p>