



Job Description

Job Title:	Project Officer - Female
Department:	WASH
Reports to:	Project Coordinator/Manager WASH
Location:	Islamabad
Gross Salary	PKR 100,000/-
Job Duration:	12 Months
Employment Type:	Contractual (subject to performance and availability of funding)
Purpose	The Project Officer - WASH will be responsible for implementing Water, Sanitation, and Hygiene (WASH) projects within schools and communities. This includes planning, executing, monitoring, and reporting on WASH activities in coordination with WASH Program officers, partners, and stakeholders to ensure the successful delivery of the project's objectives.
Main Responsibilities	<p>Key Responsibilities:</p> <ol style="list-style-type: none"> 1. Project Implementation and Coordination: <ul style="list-style-type: none"> • Ensure the implementation of WASH-related activities in schools and communities, including health & hygiene promotion, MHM Sessions and activities. • Coordinate with the WASH team, government departments, NGOs, and local stakeholders to ensure smooth execution of the project. • Support the formation and sustainability of WASH clubs and WASH Club members on best practices in hygiene management. 2. Monitoring and Evaluation: <ul style="list-style-type: none"> • Conduct regular field visits/surveys to assess the quality of implemented activities, ensuring compliance with project standards. 3. Reporting and Documentation: <ul style="list-style-type: none"> • Maintain and update the daily field visit activities as per project progress. • Prepare and submit detailed and timely reports on project progress, challenges, and results to the WASH Program Manager and relevant stakeholders. • Document success stories and case studies of project activities, contributing to project visibility and knowledge sharing. 4. Capacity Building: <ul style="list-style-type: none"> • Train school staff, community representatives, and local authorities on proper WASH practices and sustainability measures. • Assist in the development of training materials, IEC materials, branding of materials, guidelines, and manuals related to hygiene promotion, menstrual hygiene management (MHM), and safe water practices. 5. Content Creation: <ul style="list-style-type: none"> • Develop content for project needs, including scriptwriting for documentaries, voice-over narrations, and materials for Information, Education, and Communication (IEC).



	<ul style="list-style-type: none"> • Contribute to the creation and dissemination of success stories, IEC material and best practices. <p>6. Additional Responsibilities:</p> <ul style="list-style-type: none"> • Ensure effective implementation of WASH programming in accordance with project requirements. • Any other tasks assigned by the supervisor to ensure the smooth execution of WASH activities.
<p>Required Qualification, Experience and Skills:</p>	<ul style="list-style-type: none"> • Bachelor’s degree in Social Science, Environmental Science, Public Health, or a related field (Master’s degree preferred). • At least 3-4 years of experience in WASH programming, including project development, monitoring, and reporting. • Strong understanding of WASH technical guidelines and project field management. • Excellent communication, report writing, and content creation skills. • Ability to work effectively in field. • Proficiency in MS Office.
<p>Core Competencies</p>	<ul style="list-style-type: none"> • Strong analytical and problem-solving skills. • Ability to manage multiple tasks and meet deadlines. • Commitment to environmental sustainability and community-driven development. • Report writing • Familiarity with working in schools and community settings. • Conflict Management • Community Mobilization • Cultural sensitivity and ability to work in diverse environments.