

Job Opportunities

Centre for Governance and Public Accountability (CGPA) is not-for-profit, non-governmental and non-partisan civil society organization. CGPA works in Khyber Pakhtunkhwa (KP) province and Federally Administered Tribal Areas (FATA) through governance focused and rights based approaches. CGPA is based in Peshawar, and is registered under the Societies Registration Act 1860. Under contract with USAID Citizens' Voice Project, CGPA is working for **Support to KP Government for Effective Implementation of KP Local Government Act 2013** in *Districts Swabi & Abbottabad*. For this project, following vacancies need to be filled as per given criteria.

Designation	No of Positions	Minimum Education	Minimum Experience	Duration
Project Manager (1 Swabi & 1 Abbottabad)	2	Master in Social Sciences	5 years relevant experience in INGO/NGO	5.5 Months
Project Coordinator (1 Swabi & 1 Abbottabad)	2	Master in Social Sciences	4-5 years relevant experience in INGO/NGO or Government Department	5.5 Months
Assistant Project Coordinator (Swabi)	1	Master in Social Sciences	2-3 years relevant experience in INGO/NGO	4 Months
Project Assistant (1 Swabi & 1 Abbottabad)	2	Master in Social Sciences	1-2 years relevant experience in INGO/NGO or Government Department	4 Months
Finance Officer (1 Swabi & 1 Abbottabad)	2	MBA in Finance/ M.Com	2-3 years relevant experience in NGO/ INGO	6 Months
Data Entry Officer (1 Swabi & 1 Abbottabad)	2	BA/ B.Sc expertise in Microsoft Office	1-2 years relevant experience in INGO/NGO	2 Months
Trainers (6 Swabi & 6 Abbottabad)	12	Master in Social Sciences	5 years of training delivery and capacity building especially in Local government system and Structure, Budget Management, Participatory development Planning	26 days

Candidate fulfilling the above credentials may send their CVs along with covering letter at hr.cgpa@gmail.com not later than **Sunday 29th May 2016**.

Application should indicate position applied for in the subject of the email.

Only shortlisted Candidates will be called for interview

For detailed job description please visit our website www.c-gpa.org

CGPA provides equal opportunity to all qualified female and male.

Terms of Reference (TORs) of Project Manager

Position: 02Project Managers (PM)

Duration: 5.5 Months

Roles and Responsibilities: In order to manage effective project activities and achievement of overall project milestones and objectives, in an effective way the Project Manager, working under the direct supervision and guidance of the Executive Director, will be responsible for the following;

- S/he will act as a focal person for all Citizens' Voice Project (CVP) related activities and correspondence related to the respective grant cycle
- S/he will be responsible for overall supervision of all project activities /trainings to execute them according to the prescribed methodology and to implement the approved work plan / training plan to the agreed standards and deadlines
- S/he will be a key person who will coordinate and correspond with the project stakeholders to manage pre and post training activities including timely project closeout
- S/he will spearhead the process of profiling, specifically data entry of all the proposed trainers and trainees on Grants Management Information System (GMIS) as per the requirements delineated by CVP
- S/he will ensure the effective planning and delivery of all project activities specifically trainees' profiling and group formation, planning and execution of training events and documentation of all necessary reports/ documents related to project activities
- S/he will ensure that all the necessary documentation (reports, profile forms, MOVs etc) as proposed by CVP are uploaded on regular basis on GMIS
- S/he will ensure identification and documentation of success stories, case studies, regular media monitoring etc, as communicated by CVP.
- S/he will ensure to attend the trainings sessions as communicated by CVP
- S/he should possess excellent verbal and communications skills and competency for conflict resolution in managing inter-group dynamics to mediate differing interests of varied actors.

Required Education and Experience

- Master's Degree in Social Sciences.
- S/he should have minimum 5 years' experience of managing community based trainings and capacity building especially in development sector.
- Should have sound knowledge of local government laws, procedures and structures.
- Understanding of local languages would be required.
- Knowledge of geographical area and cultural values would be preferable.
- The position will involve extensive field travel within the project area.
- Computer proficiency, including working knowledge of MS Office products (Word, Excel, PowerPoint) is mandatory.
- Excellent communication and presentation skills required with fluency in verbal and written English and Urdu.

Terms of Reference (TORs) of Project Coordinator

Position: 02 Project Coordinators (PC)

Duration: 5.5 Months

Roles and Responsibilities: In order to contribute to the effective implementation of training activities of local government representatives from the identified tiers, the Project Coordinator, working under the direct supervision and guidance of the Project Manager, will be responsible for following;

- S/he will assist Project Manager for smooth execution of project activities and trainings.
- S/he will be responsible for the implementation of project activities in line with the developed statement of work (SoW) specifically training execution (finalization of venues, formation of trainees groups and logistic arrangements for training events).
- S/he will be the focal person for the profiling of local government representatives and updating the data-base for both trainers and trainees.
- S/he will be focal person in planning and arrangement of trainings for local government representatives from the identified tiers.
- S/he will be responsible to monitor all assigned activities to execute them according to the prescribed methodology and to implement the approved action plan.
- S/he will submit the event report of the training to the Project Manager for further sharing it to the Citizens' Voice Project (CVP) on periodic basis as defined in mile-stone schedule.
- S/he will ensure the effective preparation and delivery of all project events and documentation of all necessary reports/documents.
- S/he will upload all the necessary documentation (reports, profile forms, MOVs, etc) proposed by CVP on regular basis on Grants Management Information system (GMIS) of CVP.
- S/he will ensure to attend the trainings sessions as communicated by CVP
- Any other tasks assigned by the line supervisor.

Required Education and Experience

- Masters' Degree in Social Sciences with three years of experience OR graduation with five years of proven relevant experience.
- S/he should have minimum 3 -5 years' experience of projects/programs related to community based training and capacity building especially in development sector.
- S/he should have extensive knowledge of relevant field(s) (local government laws, procedures and structures) and practical experience related to training planning and management.
- S/he should have strong background in managing training and capacity building projects.
- Excellent communication and presentation skills required. Fluency in verbal and written English will be considered an added advantage.
- Understanding of local languages would be required.
- The position will involve extensive field travel within project area.
- Computer proficiency, including working knowledge of MS Office products (Word, Excel, PowerPoint).

Terms of Reference (TORs) of Assistant Project Coordinator

Position: 01 Assistant Project Coordinator (PC)

Duration: 4 Months

Roles and Responsibilities: In order to contribute to the effective implementation of training activities of local government representatives from the identified tiers, the Project Assistant, working under the direct supervision and guidance of the Project Manager, will be responsible for following;

- S/he will assist Project Coordinator for smooth execution of project activities and trainings.
- S/he will facilitate Project Coordinator for the profiling of local government representatives and updating the data-base for both trainers and trainees.
- S/he will assist Project Coordinator in planning and arrangement of trainings for local government representatives from the identified tiers.
- S/he will be responsible for monitoring all the assigned activities to ensure they are executed according to the prescribed methodology and to implement the approved action plan.
- S/he will be responsible to collect all the necessary documentation (reports, profile forms, MOVs, etc).
- Any other tasks assigned by the line supervisor.

Required Education and Experience

- Masters' Degree in Social Sciences with three years of experience OR graduation with five years of proven relevant experience.
- S/he should have minimum 2-3 years' experience of projects/programs related to community based training and capacity building especially in development sector.
- S/he should have good knowledge of relevant field(s) (local government laws, procedures and structures) and practical experience related to training planning and management.
- S/he should have background in managing training and capacity building projects.
- Understanding of local languages would be required.
- Having report writing skills.
- The position will involve extensive field travel within project area.
- Computer proficiency, including working knowledge of MS Office products (Word, Excel, PowerPoint).

Terms of Reference (TORs) of Project Assistant

Position: 02 Project Assistant (PA)

Duration: 4 Months

Roles and Responsibilities: In order to contribute to the effective implementation of training activities of local government representatives from the identified tiers, the Project Assistant, working under the direct supervision and guidance of the Project Manager, will be responsible for following;

- S/he will assist Project Coordinator/Assistant Project Coordinator for smooth execution of project activities and trainings.
- S/he will facilitate to Project Coordinator/Assistant Project Coordinator for the profiling of local government representatives and updating the data-base for both trainers and trainees.
- S/he will assist the Project Coordinator/Assistant Project Coordinator in planning and arrangement of trainings for local government representatives from the identified tiers.
- S/he will be responsible for monitoring all assigned activities to ensure they are executed according to the prescribed methodology and to implement the approved action plan.
- S/he will responsible to collect all the necessary documentation (reports, profile forms, MOVs, etc).
- Any other tasks assigned by the line supervisor.

Required Education and Experience

- Masters' Degree with three years of experience OR graduation with five years of proven relevant experience.
- S/he should have minimum 1-2 years' experience of projects/programs related to community based training and capacity building especially in development sector.
- S/he should have good knowledge of relevant field(s) (local government laws, procedures and structures)
- Understanding of local languages would be required.
- Having report writing skills.
- The position will involve extensive field travel within project area.
- Computer proficiency, including working knowledge of MS Office products (Word, Excel, PowerPoint).

Terms of Reference (TORs) of Trainer

Position: 04 Trainers (Local Government structure and system)

Duration: 26 days

Roles and Responsibilities: In order to effectively conduct and manage project trainings, overall project milestones and objectives, in an effective way the trainer, working under the direct supervision and guidance of the Project Manager, will be responsible for the following;

- Lead the implementation of capacity building activities/trainings of local government representative on local government structure and system.
- S/he will be responsible for conducting all project trainings related to local government structure and system and to execute them according to the prescribed methodology and to implement the approved training plan to the agreed standards and deadlines.
- S/he will ensure his/her presence to attend the trainings sessions on local government structure and system as communicated by CVP
- S/he will be act as the focal staff, who will coordinate the trainings with local government representatives and other stakeholders
- S/he will be the key person who will manage pre and post training activities
- S/he will prepare training reports on CVP template and maintain the data base in a timely manner.
- S/he will ensure that all the necessary documentation (reports, profile forms, MOVs etc) as proposed by CVP are readily available to further upload it on GMIS on regular basis.
- S/he should possess excellent verbal and communications skills and competency for training delivery

Required Education and Experience

- Bachelor degree in relevant discipline. Master's Degree will be the added advantage.
- S/he should have minimum 5 years' experience of training delivery and capacity building especially in Local government.
- Should have sound knowledge of local government laws, procedures, structures and systems of Khyber Pakhtunkhwa.
- Excellent communication and presentation skills required with fluency in Urdu, Pashto and other local languages.
- Knowledge of geographical area and cultural values would be preferable.
- The position will involve extensive field travel within the project area.

Terms of Reference (TORs) of Trainer

Position: 04 Trainers (**Participatory Planning**)

Duration: 26 Days

Roles and Responsibilities: In order to effectively conduct and manage project trainings, overall project milestones and objectives, in an effective way the trainer, working under the direct supervision and guidance of the Program Manager, will be responsible for the following;

- Lead the implementation of Capacity Building activities/trainings of local government representative on participatory planning.
- S/he will be responsible for conduction of all project trainings related to participatory planning to execute them according to the prescribed methodology and to implement the approved training plan to the agreed standards and deadlines.
- S/he will ensure his/her presence to attend the trainings sessions on participatory planning as communicated by CVP.
- S/he will act as the focal staff, who will coordinate the trainings with local government representatives and other stakeholders
- S/he will be a key person who will manage pre and post training activities.
- S/he will prepare training reports on CVP template and maintain the data base in a timely manner.
- S/he will ensure that all the necessary documentation (reports, profile forms, MOVs etc) as proposed by CVP are readily available to further upload it on GMIS on regular basis.
- S/he should possess excellent verbal and communications skills and competency for training delivery.

Required Education and Experience

- Bachelor degree in relevant discipline. Master's Degree will be the added advantage.
- S/he should have minimum 5 years' experience of training delivery and capacity building especially in Local government.
- Should have sound knowledge of Participatory planning of Local government of Khyber Pakhtunkhwa.
- Excellent communication and presentation skills required with fluency in Urdu, Pashto and other local languages.
- Knowledge of geographical area and cultural values would be preferable.
- The position will involve extensive field travel within the project area.

Terms of Reference (TORs) of Trainer

Position: 04 Trainers (**Resource Management and Transparent Budgeting**)

Duration: 26 Days

Roles and Responsibilities: In order to effectively conduct and manage project trainings, overall project milestones and objectives, in an effective way the trainer, working under the direct supervision and guidance of the Program Manager, will be responsible for the following;

- Lead the implementation of capacity building activities/trainings of local government representative on resource management and transparent budgeting.
- S/he will be responsible for conduction of all project trainings related to resource management and transparent budgeting to execute them according to the prescribed methodology and to implement the approved training plan to the agreed standards and deadlines.
- S/he will ensure his/her presence to attend the trainings sessions on resource management and transparent budgeting as communicated by CVP.
- S/he will act as the focal staff, who will coordinate the trainings with local government representatives and other stakeholders
- S/he will be a key person who will manage pre and post training activities.
- S/he will prepare training reports on CVP template and maintain the data base in timely manner.
- S/he will ensure that all the necessary documentation (reports, profile forms, MOVs etc) as proposed by CVP are readily available to further upload it on GMIS on regular basis.
- S/he should possess excellent verbal and communications skills and competency for training delivery.

Required Education and Experience

- Bachelor degree in relevant discipline. Master's Degree will be the added advantage.
- S/he should have minimum 5 years' experience of training delivery and capacity building especially in Local government.
- Should have sound knowledge of resource management and budgeting of Local government of Khyber Pakhtunkhwa.
- Excellent communication and presentation skills required with fluency in Urdu, Pashto and other local languages.
- Knowledge of geographical area and cultural values would be preferable.
- The position will involve extensive field travel within the project area.

Terms of Reference (TORs) of Finance Officer

Position: 2 Finance Officers

Duration: 6 Months

Roles and Responsibilities: In order to manage effective project activities and achievement of overall project milestones and objectives, in an effective way the Finance Officer, working under the direct supervision and guidance of the Project Manager & Finance Manager, will be responsible for the following;

- S/he will prepare monthly financial reports for expense tracking.
- S/he will prepare financial reports as per CVP's requirements, checking of bank reconciliation statements of all accounts on monthly basis.
- S/he will assist with preparation of the budget for field activities
- S/he will prepare and reconcile bank statements and process supplier invoices
- S/he will issue cheques for all accounts due
- S/he will prepare monthly financial statements and maintain financial files and records
- S/he will calculate employee salaries, deductions and contributions
- Contribute to the preparation of monthly income and expenditure statements and budget comparison and cash flow reports.
- S/he will process and control payment of invoices payable.

Required Education and Experience

- Masters' Degree in Finance
- S/he should have minimum 2 -3 years' experience in finance and accounts.
- Computer proficiency, including working knowledge of MS Office products (Word, Excel, PowerPoint) and accounting software.

Terms of Reference (TORs) of Data Entry Officer

Position: 02 Data Entry Officer

Duration: 2 Months

Roles and Responsibilities: In order to manage effective project activities and achievement of overall project milestones and objectives, in an effective way the Data Entry Officer, working under the direct supervision and guidance of the Project Manager, will be responsible for the following;

- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Apply data program techniques and procedures
- Generate report, store completed work in designated locations and perform backup operations
- Keep information confidential

Required Education and Experience

- Bachelor's Degree BA or B.Sc
- S/he should have minimum 1 -2years' experience as a Data Entry Officer.
- Good typing speed.
- Basic English Writing Skills
- Computer proficiency, including working knowledge of MS Office products (Word, Excel, PowerPoint).

Candidate fulfilling the above credentials may send their CVs along with covering letter at **hr.cgpa@gmail.com** not later than **Sunday 29th May 2016**.

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