

VACANCY ANNOUNCEMENT

Children’s Global Network Pakistan – Parwaan (CGN-P) is extending “Parwaan Preschool –A School Readiness Programme” in Pakistan under Ilm Ideas 2 programme. The Parwaan Preschool programme aims to engages and train young individuals from target 13 following districts for establishing of preschools as their own business. The project approach is entrepreneurial that demand business approach by the team members. Applications are invited by relevant qualified and self motivated professionals for the following positions:

Punjab: Bahawalpur, Khoshab, Muzafargarh, Rawalpindi, Layyah, Multan

KPK: Peshawar, Mardan, Harripur, Kohat and Charsadda

Baluchistan: Gawadar and Lasbella

Islamabad Capital Territory

Job Title	Programme Manager
No. of Positions	One
Location	Islamabad
Duration of position	22 Months

The Programme Manager will serve as the planner and executer of “Parwaan Preschool – A School Readiness Programme” and will work in supervision of the Programme Director. S/he will be responsible for implementation of the program activities in accordance with plans given by the Programme Director.

Primary Duties and Responsibilities

Specific Tasks

- Hire, mentor and motivate all team members at all tiers of the programme.
- Accumulate and analyze monthly progress reports from Regional Manager and share the progress of programme activities to Programme Director.
- Design Information Education Communication (IEC) material for advertisements/ advocacy campaign for selection of entrepreneurs.
- Work with the Regional Managers and Cluster Coordinators for identification, shortlisting, interviews and selection of the entrepreneurs.
- Recommend the list of potential entrepreneurs to the Programme Director.

- Plan and execute the verification process of the entrepreneurs that involves space verification and signing of the agreements.
- Plan, manage and execute training of entrepreneurs with Technical ECD Advisor and Social Enterprise Advisor and Regional Managers.
- Plan monthly implementation of the programme.
- Plan and execute delivery of the ECD Kits to entrepreneurs.
- Ensure that continuous support is being provided to all the entrepreneurs in each target district.
- Ensure timely initiation of procurements to the Admin Department for the various programme activities.
- Ensure by involving regional team that adequate numbers of children are enrolled to generate enough working capital for ECD center.
- Ensure that entrepreneurs maintain and operate ECD center as per the set ECD standards.
- Conduct oversight field visits each month and participate in quarterly meetings.
- Compile, finalize and submit the quarterly and monthly programme reports to the PD as per the schedule.
- Organize biannual review meetings of regional teams.
- Coordinate with administration and finance department for seeking timely assistance in to carry out programme activities as per the work plan.
- Any other tasks as assigned by the supervisor/senior management.

General Tasks

- Closely work with Programme Director in overall implementation of the programme.
- Assist Programme Director in preparation and execution of various periodic work plans.
- Support Programme Director in development of the Programme SO

Qualification and Skills Required

- Master degree in Education, Project Management, MBA or Social Sciences.
- Minimum 10 years of experience with at least 5 years of relevant project management, field implementation, entrepreneurship and ECD programme implementation experience.
- Excellent project management, implementation and coordination skills.
- Excellent interpersonal, communication, facilitation and report writing skills.
- Good computer/technology skills, proficient in using MS Word and Excel.
- Fluent in English and Urdu. (Knowledge of regional languages will be an advantage.)

Job Title	Monitoring & Evaluation (M & E) Manager (Head Office)
No. of Positions	One
Location	Islamabad (Head Office)
Duration	22 Months

The Monitoring & Evaluation Manager will be chief responsible for monitoring and evaluation component of Parwaan Preschool –A School Readiness Programme. S/he will serve as the overall lead to monitor and evaluate the actual results with the set targets as per log-frame and work plan and shall be responsible to highlight the gaps and suggest the appropriate actions / recommendations to the Program Director/ Program Manager with assistance of M&E coordinators / officers. M&E Manager will also be responsible for overall M&E system in place, impact and outcome level targets, milestone accomplishment, donor and management interactions.

Primary Duties and Responsibilities:

Specific Tasks

- Develop (in accordance with the Project Document) a comprehensive Monitoring and Evaluation Strategy for the project and provide yearly updates for reflection in the Annual Work Plan
- Design and develop the M&E framework, tools and mechanism in accordance with log frame outputs, outcomes and impact.
- Coordinate and analyse impact evaluation data to a donor-presentable standard
- Coordinate with consultant for development of the M&E application/ web based digital system for data collection by the cluster coordinators.
- Orient the M&E team at head office level about tools, data collection, data management and compilation of reports.
- Oversee the performance of the android application/ Digital System of Database and suggest modification/improvements where required.
- Design, prepare and get approval of the M&E activities plan from the senior management. The plan shall be designed on monthly basis.
- Closely monitor the performance of the programme implementation team in entrepreneurs training.
- Finalize the agreement with entrepreneurs to open ECD center.
- Ensure continuous monitoring of the programme activities.
- Analyze monthly reports compiled by the M&E personnel and submit with recommendation to Programme Director and CEO.
- Conduct field visits i.e. to the ECD centers and maintain the close collaboration with entrepreneurs for successful implementation of the programme.

- Prepare and share M&E reports on monthly and quarterly basis to the Programme Director and CEO.
- Any other tasks as assigned by the senior management.
- Assist the Programme Director in selection of the firm for certification of ECD Centers.
- Continuous feedback and support to the programme teams both at head office and regional level on the basis of monitoring.
- Supervise the data management at head office and regional level.

Qualification and Skills Required

- Masters in Development Studies, Economics, Statistics, Project Management or other social sciences relevant discipline. .
- At least 6-7 years of experience in the design and implementation of M&E in development projects implemented by national/international NGOs.
- In-depth knowledge on M&E systems and processes, as well as broader Results Based Management practices and tools, in development context
- Experience in designing tools and strategies for data collection, analysis using statistical software and production of reports.
- Language Requirements: Fluency in written and spoken English.
- Possesses excellent technical skills in socio-economic research and programme performance assessment.
- Excellent skills in quantitative and qualitative analysis.
- Extensive experience in developing log frames/results frameworks and identifying appropriate performance indicators.

Job Title	Monitoring & Evaluation (M & E) Officer (Head Office)
No. of Positions	One
Location	Islamabad (Head Office)
Duration	22 Months

Monitoring & Evaluation Officer will work under supervision of M&E Manager, shall be responsible for verifying the data and reports of Cluster Coordinators and regional teams. S/he shall be responsible for managing digital system and reporting the M&E Manager.

Primary Duties and Responsibilities:

- Conduct monitoring visits of all regional offices and clusters as per M&E plans, reports to Regional Manager and M&E Manager.
- Validate data of Cluster Coordinators engaging and consulting regional teams.
- Monitor activities and processes taking place at head office, regional and cluster level.
- Conduct field visits in the clusters each month and report to M&E Manager and Programme Manager.
- Devise monthly work plan and execute accordingly.
- Conduct monitoring visits during training of entrepreneurs and ECD centers.
- Conduct monitoring of various processes like advocacy campaign, selection of entrepreneurs and space verification.
- Report validation data to M&E Manager at head office level.
- Facilitate M&E Manager to conduct quantitative and qualitative data collection of different types.
- Prepare progress reports based on data collection, field analysis and assessment.
- Be able to set objectives, plan and follow-through on multiple tasks, as well as demonstrating excellent time management skills critical to managing program reporting, tasks are required.
- Ensure all high quality project reports are produced in time.
- Execute the developed tools at field level and maintain the database of various programme components.
- Coordinate with regional office for collection of required data.
- Maintain the records of various documents like agreements, attendance, snaps, case studies, reports etc.
- Serve as team member on large-scale monitoring and evaluation activities.
- Produce data analysis summaries and data summery sheets.

- Facilitate for compilation of data in the form of report.
- Any other job assigned by M& E Manager or Programme Manager.

Qualification & Skills Required

- Bachelor’s degree in Economics, Statistics, Project Management or related field.
- At least 5 years of experience in the database, developing analysis and maintaining records.
- Possesses technical skills of dealing with data software’s and modifying data into different shapes. High proficiency in SPSS and MS Excel and data entry is desired.

Job Title	Networking & IT Officer
No. of Positions	One
Location	Islamabad
Duration	22 Months

The IT officer will perform a variety of information technology support duties to ensure smooth delivery of technology services at the organization. Monitors, operates, or coordinates and assists others in the operation of computer hardware, software, and peripherals in order to achieve desired results.

Primary Duties and Responsibilities:

- Assist in the daily and routine IT support. Installation, operation, and maintenance of computer systems and other technologies, such as communication systems.
- Ensure smooth functioning of IT equipment, web based system and other devices related to data collection and compilation.
- He/ she will be responsible for maintenance, uploading tools, and close coordination with software developed company for all IT and up gradation matters.
- To provide technical support in the area of data management, including collection and analysis as well as providing feedback, reports and capacity building on data management and programme reviews in the region
- To maintain and up-date existing information technology infrastructures for the area of work, including web-based interactive and integrated data systems, assessing current and future needs
- To develop tools for regional monitoring and evaluation and provide periodic bulletins, tables, maps and graphs for presentations on a regular or adhoc basis

- Maintain troubleshoots IT related issues.
- Maintain all ICT equipment and applications.
- Maintain websites of organization.
- Perform any other IT relevant task assigned by M&E Manager or management.

Qualification & Skills Required

- Bachelor Degree in computer science, information technology with specialization in data management or equivalent professional training related field.
- At least 3 years of experience of progressively technical experience in Information Technology or computer science.
- Essential: Degree in computer science/informatics, with specialization in database development and management as well as communication technologies or equivalent professional training or self-study/work experience and training in data analysis.
- Hands on experience in Microsoft Operating Systems, Microsoft Office solution, systems installation and configuration.

Job title	Regional Manager
No. of positions	4 (One in each region)
Location	(Bahawalpur, Peshawar, Islamabad, Gwader)
Duration	22 Months

The Regional Manager will be chief responsible for the region. S/he will supervise the clusters and districts and shall ensure that all activities are carried out as per agreed timelines and agreed standards. The Regional Manager will report to the Programme Manager.

Primary Duties and Responsibilities:

- Responsible for managing the teams present at the cluster level and ensure timely selection and recruitment of Cluster Coordinators.
- Facilitate in logistical arrangement at region for the trainings of Cluster Coordinators and Entrepreneurs.
- Conduct quarterly meetings with Cluster Coordinators.
- Supervise all activities of the region and report to Programme Manager.
- Ensure and comply with the SOPs.
- Monitor and report administrative tasks being undertaken by Finance and Operations Officers.
- Planning and reporting of monthly activities of regional teams (Training Lead and M&E Officer).

- Conduct analysis of the reports of training lead and M&E Officer.
- Conduct 10 field visits at cluster level to monitor and quality check each month.
- Lead quarterly meetings with Cluster Coordinators with support of Training Lead and M&E Officer.
- Coordination with district, division and provincial level for acquisition of NOCs and other relevant tasks.
- Coordinate and oversee various components of the programme at regional and cluster level including communication, capacity building, monitoring & evaluation for implementation of agreed activities.
- Coordinate efficiently with all field leaders at district level for planning and execution of the activities accordingly.
- Ensure the functioning of the programme from beginning to the end including project inception activities, annually and quarterly planning, reporting, operations, implementation of programme work plan, programme reviews and programme closure.
- Coordinate with provincial and central authorities/ stakeholders for acquiring their facilitation and role in the programme.
- Oversight visits of the districts for the purpose of monitoring all the steps and activities carried out in the programme.
- Monitor and report progress of all the components of the project including monitoring and evaluation, advocacy, communication and capacity building teams.
- Verify the reporting and data of cluster coordinators and report to M&E Manager.
- Any other task assigned by senior management.

Qualification and Skills Required

- Master degree in Education or Social Sciences.
- Minimum 8 years of experience with at least 3 years of project management experience.
- Excellent project management, implementation and coordination skills.
- Excellent interpersonal, communication, facilitation and report writing skills.
- Good computer/technology skills, proficient in using MS Word and Excel
- Fluent in English and Urdu. (Knowledge of regional languages will be an added benefit.)

Job Title	Training Lead
No. of Positions	4 (1 in each region)
Location	(Bahawalpur, Peshawar, Islamabad, Gwader)
Duration of position	22 Months

Training Lead will provide technical input at regional level and provide support to Cluster Coordinators at various stages especially during trainings of entrepreneurs and making ECD centres operational as per the set standards.

Primary Duties and Responsibilities:

- Develop training plans for Cluster Coordinators and ensure that training schedule has been followed.
- Ensure that Cluster Coordinators have arranged logistics for training of entrepreneurs as per the set criteria.
- Monitor the training of entrepreneurs at cluster level and provide guidance to Cluster Coordinators to improve the trainings in the light of observations made.
- Share training plans of Clusters with Technical Advisor ECD and Programme Manager.
- Conduct quality assurance visits during trainings, develop training reports and submit reports to Technical Advisor ECD.
- Redress issues/challenges during the visits being conducted when Cluster Coordinators are conducting trainings.
- Conduct monitoring and quality assurance visits of 30 ECD centers present in the region each month after establishment of the ECD centers.
- Provide guidance to entrepreneurs and Cluster Coordinators in the light of observations made during quality assurance visits.
- Ensure functioning of ECD centers as per the developed ECD centers standards.
- Coordinate for quarterly meeting of Cluster Coordinators and moderate these meetings for capacity building purpose.

Qualification & Skills Required

- Master's degree in Social Sciences, Education, or any other relevant field.
- Minimum 5 year experience of organizing and managing trainings of teachers, entrepreneurs and ECD caregivers.
- Ability to work effectively in a diverse environment and have understanding of facilitation.
- Proficient in conducting training sessions especially in ECD or primary education.
- Good communication and presentation skills.
- Comfortable communicating ability within a wide range of population in Pakistan.

- Fluent in English, Urdu and Local Language. (Working knowledge of regional languages will be an advantage.)

Job Title	Finance & Operation Officers
No. of Positions	4 (1 in each region)
Location	(Bahawalpur, Peshawar, Islamabad, Gwader)
Duration of position	22 Months

The Finance and Operations Officer is the administrative support to make functional the operations at region and district level, He/she is linked to finance department at HO level and reports accordingly.

Primary Duties and Responsibilities

- Procurement of required material.
- Arrangement of logistics for region and clusters.
- Conduct vouchers verifications and forward to Head Office for processing with validation of Regional manager.
- Ensure timely logistics arrangement for trainings.
- Provide support to Cluster Coordinator for arranging logistics and venues for training of entrepreneurs.
- Verify the vouchers for training and other expenses of Cluster Coordinator for various activities including training traveling and others.
- Facilitate regional teams in arranging meetings with various stakeholders and Cluster Coordinator.
- Perform the duties and tasks as required by regional manager and higher management.
- Maintain the records and documentation as required.

Qualification & Skills Required

- Minimum Bachelor or Master's degree, preferably in Finance/Administration or any other relevant field.
- At least 2-4 years of relevant work experience in relevant field.
- Good understanding of operational procedures.

Job Title	Monitoring & Evaluation (M&E) Officer (Regional)
No. of Positions	4 (1in each region)
Location	(Bahawalpur, Peshawar, Islamabad, Gwader)
Duration of position	22 Months

Monitoring & Evaluation Officer shall be responsible for verifying the data and processes of a cluster under regional office. S/he shall be responsible for reporting the gaps to Regional Manager and M&E Manger.

Primary Duties and Responsibilities:

- Serve as team member on large-scale monitoring and evaluation activities.
- Produce data analysis summaries and data summery sheets.
- Conduct monitoring visits of all clusters under regional level as per M&E plans, reports to Regional Manager and M&E Manager.
- Validate data of Cluster Coordinators conducting field visits.
- Monitor activities and processes taking place at cluster level.
- Conduct 15 days field visits in the clusters each month and report to Regional Manager and M&E Coordinator.
- Devise monthly work plan and execute accordingly.
- Conduct monitoring visits during training of entrepreneurs and ECD centers.
- Conduct monitoring of various processes like advocacy campaign, selection of entrepreneurs and space verification.
- Report validation data to M&E team at head office level.
- Facilitate M&E head office team to conduct quantitative and qualitative data collection of different types.
- Prepare progress reports based on data collection, field analysis and assessment.
- Be able to set objectives, plan and follow-through on multiple tasks, as well as demonstrating excellent time management skills critical to managing program reporting, tasks are required.
- Execute the developed tools at field level and maintain the database of various programme components.
- Maintain the records of various documents like agreements, attendance, snaps, case studies, reports etc.
- Serve as team member on large-scale monitoring and evaluation activities.
- Produce data analysis summaries and data summery sheets.
- Facilitate for compilation of data in the form of report.
- Any other job assigned by M& E head office team and Regional or Programme Manager.

Qualification & Skills Required

- Bachelor's degree in Economics, Statistics, Project Management or related field.
- At least 5 years of experience in the database, developing analysis and maintaining records.
- Possesses technical skills of dealing with data software's and modifying data into different shapes. High proficiency in SPSS and MS Excel and data entry is desired.

Note: Please mention on the envelop corner the post and location you applied for.

The last date for submission of application is 27th March, 2017 at House # 08, Street # 4, G -6/3 Islamabad. For more information please visit www.cgnpk.org, www.parwaan.org.pk or www.facebook.com/cgnpk.
