

1. Assistant Director M&E

Duties and Responsibilities:

The scope of work is intended to describe the general nature and level of work to be performed by the Assistant Director M&E. Following may not be an exhaustive list of all job functions, Assistant Director M&E shall be responsible to:

- Provide assistance in reviewing the available nutrition related information systems and help integrating the existing reporting systems into one basic system and update accordingly.
- Provide assistance in the compatibility of the electronic format of the monitoring and evaluation system with various initiatives of all relevant sectors and propose strategies for facilitating the digitization of monitoring and evaluation system for decision-making process by integrating the Program's interventions with other sectoral services.
- Facilitate for a regular monitoring and reporting on agreed project and performance indicators and prepare regular reports.
- Facilitate the preparation of all project reports.
- Conduct any other function and responsibility, which may be assigned by the Competent Authority
- Provide assistance in developing M&E guidelines, procedures and reporting formats, monitoring indicators and checklists for the different participating sectors, help ensure and facilitate the allocation of required resources to perform a satisfactory monitoring system.
- Facilitate for a regular monitoring and reporting on agreed project and performance indicators and prepare regular reports.
- Field visits to monitor and prepare reports for the successful implementation of the program
- Nominate, constitute core monitoring groups, coordinate and facilitate them for state of the art monitoring and evaluation system for all participating sectors.
- Provide assistance in the compiling all relevant data got the electronic format of the monitoring and evaluation system with various initiatives of all relevant sectors and propose strategies for facilitating the digitization of monitoring and evaluation system for decision-making process by integrating the Program's interventions with other sectoral services.
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Qualification and Experiences

- 16 Years education/Master's degree/MBA or equivalent in Social Sciences, Public Health, Development Economics, Engineering, Project Management or relevant field from Higher Education Commission Recognized University.
- At least 03 years of relevant experience in public or private sector.
- All relevant skills of information technology

Contract Period

- The duration of service of AD M&E shall be for One (01) year and contract may be extended further on need-cum performance basis.

2. Assistant Directors Grievance Redressal

Duties and Responsibilities:

The scope of work is intended to describe the general nature and level of work to be performed by the Assistant Director Grievance Redressal. Following may not be an exhaustive list of all job functions, AD GR shall be responsible to:

- Assist and finalize criteria for village selection and ensure that these include, among other factors, the presence of community institution and/ or NGOs in the selected UC, Taluka and District.
- Assist and develop community institutuin Maturity index to review the capacities of community institutions.
- Ensure that community institutions play a role in setting up farmer field schools, ODF villages and social mobilization strategy is implemented in letter in sprit.
- Ensure the community institution play a role in GRM and that their role is established within the overall mechanism.
- Obtains citizens feedback on the results and lessons learned from previous interventions and their involvement in planning for events such as community meetings, health fairs, and local business fairs.
- Provide assistance in reviewing the available nutrition related information systems and help integrating the existing reporting systems into one basic system and update accordingly.
- Facilitate the preparation of all project reports.
- Develop a complete system of grievance redressal and reporting and actively perform/participate in complaints redressal mechanism.
- Conduct any other function and responsibility, which may be assigned by the Competent Authority

Qualification and Experiences

- At least 16 Years education in social science / economics / public administration /or relevant field from Higher Education Commission Recognized University.
- At least 03 years of relevant experience in public or private sector.
- Must have information technology Skills

Contract Period

- The duration of service of AD GR shall be for One (01) year and contract may be extended further on need-cum performance basis.

3. Field monitoring

Duties and Responsibilities:

- Establish a monitoring system that allows regular feedback from the field for all the relevant sectors. Prepare and finalize the M&E guidelines, procedures and reporting formats, monitoring indicators and checklists for the different levels and for the different service providers; ensure and facilitate the allocation of

financial and human resources required to perform a satisfactory monitoring system;

- Coordinate and ensure the preparation and finalization of all project reports.
- Ensure the achievement of reduction of open defecation practices, stock taking of nutritious fish production, and enhancement of contraceptive prevalence rate;
- Effective vaccination and drenching to the livestock of poor households for food security, public health and enhanced animal productivity;
- Review the sensitization of nutrition concept in the curriculum;
- Undertake regular visits to the service delivery areas, to monitor the quality of services provided, compliance of SOPs/Guidelines issued from time to time and to identify where adaptations might be needed;

Qualification and Experiences

- 16 Years education/Master's degree/MBA or equivalent in Social Sciences, Public /business administration Economics, Engineering, Project Management or relevant field from Higher Education Commission Recognized University.
- At least 03 years of relevant experience in public or private sector.
- All relevant skills of information technology

Contract Period

- The duration of service of Director Communication shall be for One (01) year and contract may be extended further on need-cum performance basis.

Contract Period

- The duration of service of AD Field Monitoring shall be for One (01) year and contract may be extended further on need-cum performance basis.

4. Assistant Director Procurement

Scope of Work:

The scope of work as specified below is intended to describe the general nature and level of work to be performed by the Assistant Director Procurement:

- Provide assistance for the development of the Procurement Plan in line with the Annual Work Plan, ensuring alignment with project's strategies and implementation.
- Provide assistance in procurement functions at project and constituent sector's level.
- Assist in legal requirements of project in procurement actions and submissions for engaging consultants, procuring goods and work requirements.
- Provide assistance to improve efficiency in complete procurement cycle, including advertising process for procurement, procurement correspondence, bids receipt, bids

opening, contract negotiations, contract signings etc. in strict accordance with Sindh Public Procurement Rules and Consultants Guidelines.

- Monitor and record the progress of procurement activities by regularly updating Public Procurement Management System (PPMS).
- Provide assistance to facilitate the management of the overall procurement and inventory management record and filing system.
- Assist monitoring system for procurement and completion of the procurement process according to the procurement plan besides the Contract Management adhering to the Contract Agreements/Supply Orders.
- Respond adequately and timely to audit queries;
- Assist in the preparation of contracts that involve the purchase of goods and services.
- Assist in administration of contracts.
- Any other relevant task assigned by the Competent Authority.

Qualification and Experience:

- Should have minimum of sixteen years of education in Supply chain management, management science finance or commerce or other relevant field from a university recognized by the Higher Education Commission.
- Should have at least 3 years' relevant experience in the public/private sector.
- Must have IT skills .

Contract Period

- The duration of service of AD Procurement shall be for One (01) year and contract may be extended further on need-cum performance basis.

5. Assistant Director Finance

Scope of work

The scope of work is intended to describe the general nature and level of work to be performed by the Assistant Director Finance. Accordingly, the duties and responsibilities could be summarized as follows:

1. Financial Management of AAP
 - a. Facilitate the study of documents related to AAP and in consultation with relevant participating sectors/departments, review the costing.
 - b. Help in preparation of simple guidelines for budgeting, reporting and fund flow for AAP & participating sectors and help prepare a training plan to train relevant officials in each participating department.
2. Planning and Budgeting
 - a. Provide help in exploring possibility of preparing a program budget for nutrition related and sensitive funding for all sectors,
 - b. Provide help in preparation of annual work plan and budget for nutrition secretariat.
 - c. Provide assistance in maintenance of budget records, preparation and processing of revised budget documents preparation of budget re-appropriation requests.

3. Internal Controls
4. Accounting and Reporting
 - a. Support in development of MIS system for recording transactions and preparing project report.
 - b. Book keeping, Accounting, Payment process and preparation of cash book.
 - c. Bank reconciliation and documentation.
5. External and Internal Audit
 - a. Provide help in audit process and make arrangements for audit of project funds.
6. Any other task assigned by the Nutrition Coordinator.

Qualifications

- Minimum 16 years education/MBA/M Com/ BA Hons or CA/ICMA/ACCA or equivalent in Finance or Accounts from an institution recognized Higher Education Commission.
- At least 3 years of relevant experience in public or private sector.
- Excellent communication skills in English & Urdu.
- All relevant skills of information technology

Contract Period

- The duration of service of AD Finance shall be for One (01) year and contract may be extended further on need-cum performance basis.

6. Assistant Director Communication

Duties and responsibilities:

The Incumbent is responsible for the following:

- Assist in the implementation of an MIS system for all participating sectors and to actively participate in the developing of required data base
- Analyze and interpret statistical data in order to identify significant differences in relationships among sources of information
- Work in close collaboration with the monitoring and evaluation function of the project and share beneficiary feedback and other such relevant information to advise the direction of implementation and course correction;
- Prepare project briefs, beneficiary testimonials, photos and beneficiary focused stories (video and written) and result-oriented reports as part of the overall outreach through all media channels, including on-line media.
- Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy

- Facilitate the identification of primary (most affected and at risk) and secondary Audiences (influencers of primary audience: family, health workers, community, service providers, etc.) and prioritization of audience segments;
- Prepare data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data.
- Any other tasks as assigned by competent authority.

Qualifications and Experience:

- Master's degree (16 years) in IT/Communication/Statistics other relevant field from Higher Education Commission Recognized University.
- At least 03 years of relevant experience in public or private sector.
- All relevant skills of information technology

Contract Period

- The duration of service of Assistant Director Communication shall be for One (01) year and contract may be extended further on need-cum performance basis.