



JOB TITLE:	CLGF PROGRAMME /COORDINATOR (Pakistan)
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Reporting to:	Deputy Secretary-General, London. Day to day reporting to the Strategic Advisor, Lahore.
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PURPOSE OF JOB

Working closely with the Strategic Adviser, Pakistan, and London based project staff

- a) Manage the successful planning, delivery and monitoring of CLGF's Pakistan programme.
- b) As the main CLGF point of contact in the region for programme implementation and delivery, develop and maintain effective relationships with the LCA staff , local partners (primarily local and provincial government), the EU, and other development partners
- c) Take the lead on all financial and narrative reporting for the programme
- d) Identify opportunities for funding leverage in the region, and work closely with other members of the programme and policy team to secure new sources of funding.
- e) To undertake other functions as may reasonably be required.

MAIN DUTIES

Programme Management

Within parameters set by the Deputy Secretary-General and in close coordination with the Strategic Adviser and London based project team.

Be responsible for the operational management/coordination and implementation of CLGF's EU funded programme in Pakistan.

- a) Manage/coordinate the successful planning, implementation and monitoring of CLGF's Pakistan Programme.
- b) Develop and establish office systems and processes for finance, administration and procurement, based on existing CLGF/LCAP guidelines and EC contract requirements
- c) Coordinate and provide technical advice and management support to the LCA staff to ensure that they are meeting programme targets and implementing activities in line with the project framework
- d) Develop the budget in close cooperation with the Finance Officer, LCA staff and CLGF's Finance Manager and ensure sound financial management of the project.
- e) Coordinate regular project reporting in line with CLGF and EC reporting requirements including ensuring that all necessary supporting information is collected and submitted in a timely way
- f) Provide regular narrative and financial progress reports to CLGF

- g) Coordinate interim and annual narrative and financial reporting to the EC working closely with the LCA staff, the project Finance Officer and other CLGF project staff in Pakistan and London.
- h) Liaise regularly with the local EC office on project implementation and related issues to ensure compliance with EC guidelines
- i) Work with the Strategic Adviser to strengthen links with other development partners in Pakistan to raise awareness of CLGF's work and to identify opportunities for greater coordination and partnership, including securing co-funding.
- j) Follow up opportunities for leveraging additional resources for programme activities and work to develop new funding proposals
- k) Develop and implement sound office procedures and protocols to maintain and deliver the programme effectively, ensuring that the contributions of all staff members are maximised.
- l) Maintain links and share information with other local government strengthening programmes in Pakistan and the CLGF HQ, with a particular focus on identifying synergies and sharing relevant case studies of good practice
- m) Monitor political developments in Pakistan and provide advice and risk management guidance to ensure that the CLGF Pakistan Programme remains focused and risks are mitigated to enable it to deliver effectively, in line with key targets and in a timely way.
- n) Other key tasks as necessary.

General

- a) Assist in the preparation and implementation of CLGF policy events/meetings, including the CLGF biennial conference.
- b) Represent and promote the CLGF at relevant events in Pakistan
- c) Maintain a good overview of current affairs and political developments particularly relating to local government in Pakistan and the Commonwealth.
- d) To undertake such other tasks and responsibilities as may reasonably be required.

PERSON SPECIFICATION

Education/experience

University/equivalent qualification/**r**elevant work experience and preferably a post-graduate qualification.

At least 8 years professional experience, preferably relating to project management, particularly within the local government, international development or voluntary sector.

Experience of managing EC funded projects and an excellent understanding of EC financial and reporting procedures.

Experience of identifying funding opportunities, building relationships with donors and preparing applications.

Knowledge and understanding

1. Ability to manage projects/programmes, maintain excellent communications with project partners and other team members, manage information effectively, organise own workload and work well under pressure.
2. Ability to act on own, but also to work collaboratively as part of a small team, showing leadership initiative and maintaining high quality outputs within set deadlines and targets.
3. Experience in programme implementation, monitoring and evaluation and management and the use of project management tools.
4. Experience of budgeting and financial management.
5. Experience of EC financial management, financial and narrative reporting procedures
6. Effective analytical skills and good presentation of performance information to evaluate achievements.
7. Understanding of local government and local government associations and their role in Pakistan.
8. Excellent interpersonal skills, political awareness and sensitivity, and high standards of ethics and personal conduct.
9. Excellent written and oral communication skills in English and Urdu..
10. Good knowledge of Microsoft office.

General

Ability to work independently and within a small team.

Able to work under pressure and to meet deadlines

Sensitive to working in a multi-cultural environment.

Ability to work effectively in a sensitive political environment and to respect confidentiality.

Able to be a good ambassador for CLGF and its work.

Willingness to travel in Pakistan and internationally.