



EUROPEAN UNION



clgf



LOCAL COUNCILS ASSOCIATION
OF THE PUNJAB

JOB TITLE:	PROJECT OFFICER (Pakistan)
Reporting to:	TBC

JOB DESCRIPTION

PURPOSE OF JOB

- Be the focal point for coordination of the Pakistan Project 'Strengthening the Associations of Local Government and their members for enhanced governance and effective development outcomes in Pakistan.'
- Provide advice and support for the successful delivery of the project.
- Coordinate all reporting for the project to the EU, including financial reporting.
- Support the programme team in monitoring and reporting EU policy developments relevant to CLGF and its members.
- Undertake other functions as may reasonably be required.

MAIN DUTIES

Project Coordination

Within parameters set by the manager:-

Project coordination: 'Strengthening the Associations of Local Government and their members for enhanced governance and effective development outcomes in Pakistan'.

Be responsible for providing overall project coordination working closely with the project team in Pakistan and colleagues in London, with a particular focus on programming and overseeing delivery of key activities against the agreed timetable, coordinating all reporting within the team, and to the EU, and coordinating any technical inputs or backstopping support to enhance project delivery.

Specifically:

- Work with colleagues in Pakistan to finalise the annual work plan and budget.
- Monitor progress against the agreed plan and the project logframe.
- Organise regular meetings with the team involved in delivering the project to review progress. Keep the London programme team updated on project progress and identify and respond to any emerging challenges and risks.
- Work with all colleagues in the programme team in London to provide guidance and identify technical support for the team in Pakistan to ensure effective and timely delivery of activities.
- Coordinate all elements of reporting (narrative and financial) both within the team and to the EU, including collection and collation of activity reports, monitoring progress against the logframe, and preparing a full annual narrative and financial report for the EU in line with EU guidelines.

- f) Identify communication and visibility opportunities to profile the project and its achievements and work with the programme team and communications to ensure maximum visibility across all media platforms.

Monitor EU policy

- a) Support the programme team in monitoring EU policy developments that impact on CLGF and its members
- b) Follow the Framework Partnership Agreement, and relevant EU networks that CLGF is engaged in including Platforma (others?)
- c) Prepare reports and policy briefings as necessary to support CLGF's advocacy work towards the EU and to keep CLGF members informed
- d) Identify potential new EU funding opportunities for CLGF and its members

General

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

Person specification

EDUCATION AND EXPERIENCE

- a) University/equivalent qualification/relevant work experience
- b) At least 3 years professional experience, preferably relating to project management, particularly within the local government, international development or voluntary sector
- c) Experience of EC funded projects and an understanding of EC financial and reporting procedures.
- d) Interest/experience in EU policy

KNOWLEDGE AND SKILLS

- a) Ability to monitor projects and, maintain good communications with project partners and other team members, manage information effectively, organise own workload and work well under pressure.
- b) Ability to act on own, but also to work collaboratively as part of a small team, showing initiative and maintaining high quality outputs within set deadlines and targets.
- c) Experience of project coordination, monitoring and evaluation.
- d) Familiarisation with EU grant procedures and regulations
- e) Knowledge of the EU and understanding of EU development policy and funding
- f) Knowledge of Pakistan and understanding of the role of local government
- g) Understanding of the Commonwealth and international institutions an advantage.
- h) Good interpersonal skills, political awareness and sensitivity, and high standards of ethics and personal conduct.
- i) Good organisational and administrative skills.
- j) Good written and oral communication skills.
- k) Good knowledge of Microsoft office.

GENERAL

- a) Ability to work independently and within a small team.
- b) Able to work under pressure and to meet deadlines
- c) Sensitive to working in a multi-cultural environment.
- d) Ability to work effectively in a sensitive political environment and to respect confidentiality.
- e) Able to be a good ambassador for CLGF and its work.
- f) Willingness to travel to Pakistan and internationally.