

JOB ADVERT – Project Officer (Islamabad), Roshan Rastay 2.0

Organization:	Right To Play Pakistan
Department/Division:	Program
Reports to:	Education Specialist
Work Location:	Islamabad, Pakistan
Work Arrangement:	Full-time – Onsite Job
Authorized to work in:	Pakistan (Eligible to work legally without work visa sponsorship)
Target Hiring Salary:	PKR 198,549 per month
Target Start Date:	As soon as possible
Contract Duration:	Full-time, 1-year contract with possibility of renewal based on performance and availability of funding
Application Closing Date:	May 31, 2026 23:59 PKT

ABOUT US:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

BENEFITS HIGHLIGHTS:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- Paid leaves (20 vacation days per year, 3 personal days per year)
- Competitive benefits such as health and life insurance, and Employee Old Age Benefit Incentive
- Learning opportunities and 5 learning and development (L&D) days per year
- More information on what we offer is available on [our website](#).



ROLE SUMMARY:

The Project Officer (PO) reports directly to the Education Specialist and is responsible for supporting partnership arrangements and management, including contracting, identification of issues and bottlenecks, and facilitating reporting, ensuring both agreements and payments are processed on time. You will ensure effective implementation of the project in schools, NFEs and community, and reporting on the outcomes to internal and external stakeholders.

WHAT YOU'LL DO:

#1: Partnership management and project administration and training and capacity building, where applicable (45% of Time):

- Initiate new business partnerships and maintain existing relationships to help reach strategic goals for the organization.
- Act as the primary focal point for coordination and communication for all technical related issues
- Contributes to the formulation of the project strategic plans feeding into the overall country strategic plan.
- Prepares and leads the implementation plan of project activities from existing operational plan.
- Guides Project Coordinator on executing the activities in each project location.
- Ensures that activities are compliant with RTP methodology and standards.
- Oversee community events such as Play Days to promote topics/issues related to their needs.
- Develops and strengthens understanding of our project management cycle with project staff and partners.
- Compiles reports received from the Project Coordinators and submitting monthly activity reports to Education Specialist.
- Completes monthly budget projections and tracks expenditures.
- Participate in the planning of budget and tracks activity expenses occurred against cash projections.
- Procures project equipment (in coordination with Logistics Officer/Assistant where applicable), within authorization levels set in the In-Field Authorization Levels policy.
- Coordinates facility upgrades based on the needs of the project site.
- Arranges for storage and delivery of sport equipment to participating schools.
- Coordinates with other NGOs/CBOs to ensure participation in partner events.
- Monitors security situation in project location and reports to the PM.
- Follows up on logistics issues at project location and ensure assets, including project vehicles are maintained.
- Provides training and technical guidance to Project Coordinators on RTP resources with the support of the Training Officer.

#2: Team management (20% of Time):

- Conducts performance appraisals for all direct reports and provides regular feedback on performance.
- Oversee the performance of any contract staff such as security guards where applicable.
- Ensure staff understand and comply with the policies of RTP.
- Assesses training needs of all direct reports with input from project staff, partners and stakeholders.



- Oversees training of coaches and teachers delivered by Project Coordinators and observes coaches' and teachers' performance for certification.
- Follow existing systems to reasonably safeguard the overall health, welfare and security of the project staff.

#3: Networking, representation and partnership building (15% of Time):

- Shares activity plans with local NGOs, CBOs (community-based organizations) and looks for synergies and opportunities to work together.
- Maintains a positive working relationship with the Ministry of Foreign Affairs, Ministry of Education and other Ministries and partners.
- Ensure implementation of Memorandum of Understanding (MoUs) and agreements with local representation of Government, UN Agencies and partner organizations.
- Facilitates collaboration and networking with other organizations, government and other relevant institutions to enhance RTP visibility and project activities.
- Coordinates planning meetings with partners and represents RTP on various platforms.
- Facilitates participation of Athlete Supporters in project activities and events.
- Conducts an assessment survey to determine the NGOs that RTP could partner with and initiates partnerships.
- Ensure partners are in compliance with RTP Code of Conduct and Safeguarding policy.

#4: Monitoring and reporting (15% of Time):

- Visits project locations to oversee activities, events and collects information to report on performance outcomes.
- Works with school directors and teachers to develop their understanding of RTP's monitoring and evaluation system as it relates to reporting on children and teachers actively involved in sport and play activities.
- Ensures accurate collection and timely submission of quantitative and qualitative monitoring information according to RTP monitoring tools.
- Submits regular reports to PM and occasionally external stakeholders including Ministries, partners and donors.
- Provides quarterly updates of lessons learned and best practices to project team, stakeholders and the PM.

#5: Other Tasks as Assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in business administration, management, social sciences or other related discipline

EXPERIENCE:

- 3 years' experience working in project administration or community work
- Experience managing direct reports



- Experience working with consortium projects
- Experience working with private and/or public schools and NFEs in Karachi, Sindh and in Islamabad.
- Experience working with implementation partners
- Experience working with project sites on multiple locations/ districts/ cities
- Experience developing and managing budgets

COMPETENCIES/PERSONAL ATTRIBUTES:

- Excellent interpersonal and communication skills both written and verbal
- Strong stakeholder management skills, including ministry representatives, consortium partners and donors
- Self-starter with ability to work with minimal supervision
- Strong organizational and delegation skills
- Able to meet deadlines and prioritize tasks
- Strong development and team building skills

TECHNICAL SKILLS:

- Partnership management, partners and donor stewardship
- Understanding of education system both formal and non-formal education in Karachi and in Islamabad.
- Computer literacy in outlook, MS Word, PowerPoint, Excel and Internet
- Understand project management cycle
- Effective report writing and analytical skills

LANGUAGES:

- Fluency in spoken and written English and Urdu (any other local language, including Sindhi is a bonus but not required)

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Experience with partnership management
- Knowledge in child and/or adult education
- Knowledge of Sport for Development

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/239259-project-officer-islamabad-roshan-rastay-2-0/1083804-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**





Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.



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