

## **JOB POSTING – Project Officer, What Works 2**

<b>Organization:</b>	Right To Play Pakistan
<b>Department/Division:</b>	Program
<b>Work Location:</b>	Karachi, Pakistan
<b>Authorized to work in:</b>	Pakistan (Eligible to work legally without work visa sponsorship)
<b>Target Hiring Range:</b>	Starting from PKR 163,771 per month (before taxes)
<b>Target Start Date:</b>	As soon as possible
<b>Contract Duration:</b>	Full-time, 1-year contract with possibility of renewal based on performance and availability of funding
<b>Application Closing Date:</b>	May 5, 2024 23:59 PKT

### **ABOUT US:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **ROLE SUMMARY:**

Reporting to the Program Manager (PM) and managing a team of Project Coordinators, the Project Officer will be the lead of our project that focuses on reducing gender-based violence against women and girls, adopting positive forms of masculinity, and developing and adapting curriculum in consultation with the consortium. You will be responsible for the effective implementation of the project and reporting on the outcome to internal and external stakeholders.



## WHAT YOU'LL DO:

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

- 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.
- Oversees 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 submits monthly activity reports to PM.
- Completes monthly budget projections and tracks expenditures.
- Participates 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 Training Officer.

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

- Conducts performance appraisals for all direct reports and provides regular feedback on performance.
- Oversees performance of any contract staff such as security guards where applicable.
- Ensures staff understands and complies with policies of RTP.
- Assesses training needs of all direct reports with input from project staff, partners and stakeholders.
- Oversees training of coaches delivered by Project Coordinators and observes coaches' performance for certification.
- Follows existing systems to reasonably safeguard the overall health, welfare and security of the project staff.

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### #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 Ministry of Foreign Affairs, Ministry of Education and other Ministries and partners.



- Ensures 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 in 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.
- Ensures partners are in compliance with RTP Code of Conduct and Safeguarding policy.

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#### #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 regularly reports to PM/PO 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.

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#### #5: Perform Other Duties as Assigned (5% of Time)

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### 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 in Karachi
- Experience working with projects in GBV
- 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:

- Understanding of education system in Karachi
- 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 in Sport for Development

#### WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. health and life insurance, Employee Old Age Benefit Incentive)
- Flexible work arrangements (e.g. work from home and flex hours)
- 20 paid vacation days per year
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top up and support
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events





## 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/174264-project-officer-karachi/744212-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 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](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

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 Check or equivalent criminal check as a condition of employment.**

## EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Pakistan to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).



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Website: [righttoplay.com](http://righttoplay.com)