



Fast Rural Development Program (FRDP)

Job Description and Terms of Reference

Position Title: Project Manager

Sector/Unit/Project: Building Institutional Capacity and Resilience Against Natural Disasters (BRAND 2.0)

Position Status: 18 months

Reporting Relationship: Head of Programs

Supervises: Project Officer DRR and support staff

Job Summary

The Project Manager will provide overall leadership, strategic direction, and management for the successful implementation of the BRAND 2.0 project. The role ensures high-quality delivery of institutional strengthening, anticipatory action, shock-responsive social protection, and disaster risk management (DRM) system enhancement activities across six districts in Sindh (Badin, Umerkot, Larkana, Dadu, Naushero Feroz, Mirpurkhas) in close coordination with government counterparts (PDMA, DDMA, BISP, SSPA), partners (WHH, FRDP), and other stakeholders. The position is responsible for ensuring alignment with DG ECHO standards, government ownership, results-based management, and sustainability of project outcomes.

Authority Assigned

Lead, plan, and oversee disaster risk management, anticipatory action, and resilience-building activities in line with project objectives.

- Supervise, guide, and evaluate project staff and coordinate with implementing partners.
- Prepare, review, and monitor project work plans, budgets, donor reports, and risk mitigation measures.
- Represent the organization in coordination meetings with government departments, donors, and other stakeholders, as delegated.
- Review and approve project documentation, technical reports, and data for quality and compliance before submission.

Position Specification

Academic/Technical:

Preferably Bachelor's degree in Disaster Management, Environmental Sciences, Social Sciences, Development Studies, Geography, Climate Change, or ,Development Studies, Social Sciences, Public Administration, Climate Change, or a related field.

Work Experience:

1. Minimum 7–8 years of progressive experience in humanitarian/development programming, with at least 4 years in senior project management roles focusing on DRR, Disaster Preparedness, Anticipatory Action, or institutional capacity building.
2. Proven experience working with government institutions (PDMA, DDMA, social protection programmes) and managing ECHO or similar institutional donor-funded projects in Pakistan, preferably Sindh.

Demonstrated experience in consortium/partnership management and multi-stakeholder coordination

Description of Responsibilities**Regular responsibilities:****Strategic Leadership & Project Management**

- o Provide overall strategic and operational leadership for BRAND 2.0 implementation.
- o Ensure timely and quality delivery of all project activities under Result 1 (institutional strengthening) and Result 2 (Crisis Modifier/anticipatory cash).
- o Develop and update detailed work plans, budgets, and procurement plans in coordination with partners.

Government Engagement & Institutional Strengthening

- o Lead engagement with PDMA Sindh, DDMA, BISP, SSPA, and other line departments to institutionalize MHVRA, IDSS integration, anticipatory triggers, and SRSP protocols.
- o Facilitate policy dialogue, cost-effectiveness analysis, and disaster risk financing discussions.
- o Ensure strong government ownership and sustainability of project outputs (updated plans, trained staff, integrated systems).

Coordination & Partnership Management

- o Maintain effective coordination with WHH, FRDP, and other consortium members.
- o Represent the project in national/provincial coordination forums, technical working groups, and with UN agencies (WFP, UNDP).
- o Strengthen linkages between provincial, district, and community-level DRM structures.

Monitoring, Evaluation, Accountability & Learning (MEAL)

- o Oversee MEAL system implementation, including indicator tracking, baseline/endline studies, simulation exercises, and donor reporting.
- o Ensure gender, age, and disability-sensitive programming and data disaggregation.
- o Document lessons learned, best practices, and contribute to evidence generation on anticipatory action.

Financial & Compliance Management

- o Manage project budget, ensuring efficient utilization and compliance with CESVI/WHH and ECHO rules.
- o Prepare high-quality narrative and financial reports.
- o Ensure adherence to safeguarding, data protection (DPIA), and environmental standards.

Team Management & Capacity Building

- o Supervise and mentor project team members.
 - Support recruitment, performance management, and capacity development of staff and government counterparts.