



Fast Rural Development Program (FRDP)

Job Description and Terms of Reference

Position Title: Feedback Assistant

Sector/Unit/Project: Paani / FRDP Project at Mithi

Position Status: 1

Reporting Relationship: District Coordinator

Supervises:

Job Summary

Job Purpose

The Feedback Assistant will support the project team in collecting community feedback and field information, maintaining records, assisting with community engagement activities, and providing day-to-day administrative and field support to ensure smooth implementation of project activities.

Authority Assigned

Key Competencies

- Community interaction and communication
- Field data collection and documentation
- Basic reporting and record keeping
- Computer and MS Office skills
- Teamwork and coordination
- Time management
- Integrity and confidentiality
- Willingness to work in field conditions

Position Specification

Required Qualifications & Experience

- Minimum Bachelor's degree in Social Sciences, Development Studies, Management, or a relevant field.
- Preferably 1–2 years of experience in NGO/development projects, field activities, community mobilization, data collection, or project support.
- Good communication and interpersonal skills.
- Fluency in Sindhi and Urdu; basic English communication and writing skills.
- Good working knowledge of MS Word and Excel.
- Willingness to travel to field locations within Tharparkar.
- Ability to work effectively with communities and project teams.

Description of Responsibilities

Key Responsibilities

- Conduct field visits to project areas and interact with community members and stakeholders.
- Collect feedback, opinions, and information from beneficiaries and community members through approved project tools.
- Support the project team in community meetings, consultations, awareness sessions, and other field activities.
- Assist in collecting, compiling, and organizing field data and information.
- Maintain accurate records of field activities, beneficiary information, attendance, and feedback.
- Enter and update collected information in relevant project databases, Excel sheets, or MIS systems.
- Coordinate with field staff and community representatives to facilitate project activities.
- Support the preparation of field reports, activity updates, and documentation.
- Identify and report field-level issues, observations, and community concerns to the supervisor.
- Assist with office-based documentation, filing, printing, photocopying, and other administrative tasks related to project activities.
- Support monitoring visits, surveys, assessments, and verification activities when required.
- Ensure proper handling and confidentiality of project-related information.
- Perform any other relevant duties assigned by the supervisor.