



# Fast Rural Development Program (FRDP)

## Job Description and Terms of Reference

**Position Title:** Project Officer - Psychological Support & Grant Management

**Sector/Unit/Project:** Improving Psychological Well-Being Through Community-Based Mental Health Services

**Position Status:** Six Months

**Reporting Relationship:** Head Of Programs

**Supervises:** NA

### Job Summary

The Project Officer – Psychosocial Support & Grant Management will support the effective implementation of project activities by integrating community-based psychosocial support (PSS) services, Mental Health with strong grant management practices. The role involves facilitating PSS interventions for vulnerable populations, ensuring timely and quality program delivery, and maintaining compliance with donor requirements. The incumbent will assist in planning, monitoring, reporting, and documentation of project activities, while coordinating closely with field teams, stakeholders, and partners to achieve project objectives efficiently and with accountability.

### Authority Assigned

#### *Competencies (Knowledge, skills and attitude)*

1. Extensive Knowledge and concepts and practices related to MPHSS project development
1. Knowledge of and excellence in written and verbal communication
2. Ability to translate concepts into actions
3. Ability to write brief but comprehensive reports
4. Ability to develop work and action plans and meeting deadlines
5. Must be a facilitator and team worker

6. Must have ability to listen to and learn from others and colleagues
7. Belief in development, especially of human beings
8. Strong facilitation, communication, and interpersonal skills.
9. Ability to work in challenging field environment

As per duties & responsibilities

## **Position Specification**

Academic/ Technical

Bachelor's or Master's degree in Social Sciences, Psychology, Development Studies, or a related field with Proven experience in psychosocial support programming is highly desirable.

*Work Experience:*

- Minimum 3–5 years of relevant experience in development or humanitarian sector.
- Experience in grant management, reporting, and donor compliance.

Proficiency in Proposal and Report Writings, Data analysis

## **Description of Responsibilities**

### 1. Psychosocial Support (PSS)

- Support the design and implementation of community-based psychosocial support interventions.
- Facilitate PSS sessions, awareness activities, and community engagement initiatives.
- Jointly with service providers, Identify vulnerable individuals and refer them to specialized services where needed.
- Train field staff and community volunteers on basic PSS approaches.
- Ensure integration of PSS into broader program activities (e.g., livelihoods, WASH, food security).
- Monitor and document PSS outcomes and beneficiary feedback.

### 2. Grant Management Support

- Identify and assist in grant proposal development, including needs assessments and budgeting inputs.
- Support donor compliance by ensuring activities align with grant agreements.
- Track project progress against indicators, targets, and timelines.
- Prepare high-quality narrative and quantitative reports
- Coordinate with operation and program teams to ensure proper utilization of funds.

### 3. Program Implementation

- Plan and execute project activities in line with work plans.
- Coordinate with local stakeholders, community leaders, and partners.
- Ensure timely delivery of outputs and adherence to quality standards.
- Conduct field visits for monitoring and supervision.

### 4. Monitoring, Evaluation & Reporting

- Collect and analyze data for program performance tracking.
- Support baseline, endline, and post-distribution monitoring surveys.
- Document success stories, case studies, and lessons learned.
- Ensure accurate and timely reporting.

### 5. Coordination & Communication

- Liaise with government departments, NGOs, and community groups.
- Participate in coordination meetings and represent the organization when required.
- Maintain effective communication within project teams.

The job entails high responsibility in a challenging environment, which needs commitment and devotion.

#### **Skills:**

- **Sense of Responsibility;** Exerts a high level of effort and perseverance toward goals attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working consistently, and displaying a high level of concentration. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
- **Planning and Organisation;** Believes in own ability and maintains a positive self-confident approach to task achievement. demonstrates knowledge of own skills and abilities, is aware of impact on others, knows own capacity and needs and how to address them.
- **Flexibility;** Demonstrates a willingness and ability to change. Manages that change in a sensitive manner to effectively balance the needs of the task and the people involved.
- **Creative Thinking;** Uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
- **Decision Making;** Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.
- **Problem Solving;** Recognises that a problem exists (i.e., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of action to resolve it. Evaluates and monitors progress, and Exercises
- **Leadership;** Communicates thoughts, feelings, and ideas to justify a position, encourages, persuades, convinces, or otherwise provides leadership focus to individuals or groups.
- **Managing People and Teams;** Gets things done effectively through others using appropriate management style to address differing situations.
- **Dealing with Difficult Situations;** Applies logic and sensitivity to transform difficult situations into opportunities for motivation and teambuilding. Demonstrates ability to achieve positive output from conflict and challenge revises plan as indicated by findings.
- **Good understanding of humanitarian and development issues in Pakistan.**

#### **Accountability:**

Accountable as per above mentioned duties and Responsibilities

**Performance Standards:** Mentioned above against each duties and responsibility respectivel