



GROUP DEVELOPMENT PAKISTAN

TERMS OF REFERENCE Project Coordinator - Karachi Vacancy Code: PC-KHI-001

Location: Karachi

1. Organisational Context

Group Development Pakistan (GDP) is a leading non-governmental organization dedicated to promoting and protecting child rights in Pakistan since 2012. To create sustainable social change, GDP engages in child, culture & gender sensitive, eco-friendly, creative, participatory as well as evidence-based initiatives such as legal and policy reform, stakeholder engagement, technical support, capacity-building, research and service delivery.

2. Role Summary

The Project Coordinator will oversee the strategic implementation of GDP's key initiatives in Sindh, focusing on stakeholder coordination and engagement for legal and policy reform, and capacity-building. The selected candidate will ensure the effective and ethical execution of project activities in line with established frameworks, contractual and organisational obligations. This role demands an honest, child and gender-sensitive, proactive, responsive and adaptive leader, with proven experience in working closely with government departments, civil society organizations, and other relevant stakeholders on child protection, social welfare and gender equality.

3. Key Duties and Responsibilities

The **Project Coordinator** will be delivering the tasks outlined in the role summary in collaboration with the GDP team:

Project Management & Implementation

- Lead the planning, coordination, and execution of GDP's project activities in Sindh, ensuring alignment with project objectives and timelines.
- Maintain oversight of project deliverables, assess progress against targets and adapt strategies to achieve desired outcomes.
- Ensure compliance with organizational policies, contractual requirements, and relevant laws concerning child rights and protection.
- Provide technical input on key project components, including legislative and policy review, capacity-building, and stakeholder engagement.
- Establish and maintain transparent and strategic linkages with government departments, local authorities, and other stakeholders to foster collaborative action to promote and protect child rights.
- Act as the primary liaison and GDP's focal representative with government officials and ensure healthy relationships with relevant departments, leveraging these synergies to advance project goals.
- Any other relevant and necessary official task.

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Stakeholder Engagement

- Build and nurture relationships with key stakeholders, including government bodies, civil society, donors, media, and religious leaders, to support policy reform and achieve the project objective.
- Facilitate high-level consultations, workshops, and validation sessions with diverse stakeholders to gather input, build consensus, and validate key project outputs.
- Represent GDP at strategic forums, working groups, and other platforms to promote the organization's mission and project activities.

Reporting & Compliance

- Ensure timely and accurate reporting to GDP management and partners, aligning with organizational procedures and submitted formats.
- Monitor project expenditures and ensure compliance with GDP's procurement policies, managing budgets efficiently to achieve Value for Money.
- Prepare high-quality progress reports, case studies, and other documentation as required for internal and external stakeholders.

Capacity-Building and Project Execution

- Manage the implementation of project activities in Sindh, ensuring adherence to project timelines, objectives, and compliance requirements.
- Develop and manage personal work plans, setting clear priorities and adjusting strategies as necessary to meet project goals.
- Facilitate capacity-building sessions for local stakeholders, partners, and relevant individuals to enhance their understanding and involvement in the project.
- Provide technical assistance and guidance to partners and stakeholders to ensure the effective implementation of project components.
- Act as the key point of contact for all project-related matters in Sindh, maintaining effective communication and coordination with the central GDP team and other stakeholders.

4. QUALIFICATIONS AND SKILLS

Qualifications: A bachelor degree in Social Sciences, Law, Management, or any related field is required. A Masters degree in Project Management, Public Administration, or a relevant discipline is preferred.

Experience:

- Minimum of 5 years of experience in the development sector, including at least 2 years in a similar coordination or project management role.
- Proven experience working with government departments, particularly in policy review, stakeholder engagement, and capacity-building initiatives in Sindh with a focus on child rights and gender equality.

Skills:

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- Respectful, polite
- Strong project management and organizational skills, with the ability to handle multiple priorities and meet deadlines.
- Excellent communication and negotiation skills in English, Urdu, and Sindhi, essential for effective stakeholder engagement.
- Strong analytical skills with the ability to translate data and feedback into actionable strategies.
- Proven ability to build networks and foster relationships with key stakeholders, including government officials, civil society, and community leaders.
- Proficient in Microsoft Office Suite.
- **Knowledge of gender, human rights, and child protection frameworks is essential.**
- Empathetic
- Learning and solution-oriented
- Good team player
- At ease with a diverse, inclusive and multigenerational environment,

5. How to apply ?

Interested candidates should send their CV and cover letter to hr@gdpakistan.org by **September 15, 2024**, mentioning only the **vacancy code (PC-KHI-001)** in the subject line of the email. Candidate not following the instructions will be automatically disqualified, Women, gender-variant persons, minorities, and differently-abled persons who meet the criteria are strongly encouraged to apply.