

## Job Description

<b>Job Title</b>	<b>Project Coordinator (Baluchistan)</b>		
<b>Strategic Business Unit</b>	TVET IV	<b>Region, Country</b>	Quetta
<b>Pay Band</b>	LTTA Contract	<b>Contract Duration</b>	4.5 Years Consultancy Contract
<b>Deadline to Apply: 22 July 2024 (11:59 PM)</b>			

## About the project

This project is a 54-month programme jointly co-financed by the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ and the British Council and the overall objective of this action is to contribute towards strengthened inclusive socio-economic development of Pakistan, with sufficient skilled and relevant human capital available to meet private sector needs.

The British Council is leading on € 10 million funding for component 4; to increase availability of skilled female labour force in digital skills and high-tech professions. The British Council through delivering the component 4 of the project aims to develop high quality, relevant and inclusive TVET system with improved progression pathways to higher education and employment for Women, including refugee and returnee, and women with disabilities.

The project will be implemented in Khyber Pakhtunkhwa, Baluchistan and Gilgit Baltistan with an aim to develop and roll out new digital skills and high-tech CBT&A packages in Robotics, Artificial Intelligence, IoTs, and Data Science/Analytics including green skills and life skills as cross-cutting modules in collaboration with private sector, to be endorsed by federal authorities. The project will also establish two CoEs with the focus on digital skills and high-tech to offer career-focused training programmes to build the capacity of institutions for sustainability through teacher training, internationally accredited Digital Centre of Excellence and Public Private Partnership for the employment of trained students. This will also include women/ girls, persons with disabilities, migrants, returnees, and refugee communities as part of the target group.

## About the role

Project Coordinator will ensure the provision of efficient Project management, stakeholder management, digital assets management, administration, logistical and facilities support as per British Council corporate standards.

The appointee will have responsibility for:

## Project Delivery

- Co-ordinate the delivery of TVET IV project activities and undertake specified technical/support tasks (e.g., manage events, communications, contacts, networks,

logistics, external suppliers, meetings) to meet agreed targets for the designated region (Baluchistan).

- Provide administrative and logistical support to ensure smooth day to day operations for the project.
- Manage coordination with internal and external stakeholders.
- Carry out all administrative tasks related to the preparation of contracts and ensure proper record maintenance.
- Make all logistical arrangements for trainings/meetings/seminars and events etc.
- Prepare and compile reports, conduct basic research and deliver on promotional material preparation for all TVET IV project activities in coordination with British Council Marketing and Communications team.
- Coordination with internal and external project stakeholders on regular basis to ensure the smooth implementation of project activities.
- Keeping track of all project activities/meetings accordingly.
- Supporting M&E and Project Manager in generating evaluation reports of TVET IV project activities and trainings.
- Maintaining and updating multiple programmes related tracking / control sheets

### **Stakeholder Management**

- Support the provincial project manager in managing relationships of key contacts for the project.
- Prepare Travel Clearance Approvals (TCAs) and Risk Assessment Forms (RAFs) wherever necessary and coordinate with the Security Manager for necessary approvals.
- Coordination with internal and external project partners
- Reviewing Reports and providing feedbacks

### **Compliance and Financial Management**

- Interpret and follow British Council and TVET IV project procedures (project, financial and risk reporting) to ensure compliance with all systems and standards.
- Liaise with the Procurement Manager for all logistics procurement and relevant payments and ensure that TVET policies and procedures are complied with British Council
- Ensure that the necessary documents and processes regarding the project delivery are maintained as per the specified guidelines.
- Provide financial accounting support for TVET IV project on a regular basis.
- Liaison between Marketing and Communication Manager to ensure compliance with British Council and TVET IV branding policy and guidelines.

### **Knowledge Management**

- Collate information for preparation of documents such as presentations, meeting minutes, consent forms etc for meetings, field work and events.
- Provide support to the Provincial Project Managers in developing content including policy briefs, Terms of Reference (ToRs) and project reports.
- Ensure all project data and administrative documentation is recorded and saved as per British Council and TVET IV guidelines.

## Safeguarding

- The post holder will understand the importance of safeguarding and ensure policies and processes are in place to offer maximum protection of children, young people and adults in the project and at all relevant events and venues and ensure compliance with the British Council's safeguarding policy and its implementation standards in the project.
- Undertakes project safeguarding risk assessment and monitors the implementation of activities accordingly.
- Escalating all safeguarding concerns to the National Safeguarding Manager, Pakistan
- Ensure partners/third parties are aware of their duty of care for protecting children and adults.

## Reporting:

The Project Coordinator will report to relevant provincial Project Manager.

## Required qualifications and experience

<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to coordinate with internal and external stakeholders.</li> <li>• Knowledge of local languages.</li> <li>• Understanding of youth development, capacity building programming</li> <li>• Understanding of digital learning tools</li> <li>• Understanding of Education and TVET sector or other relevant areas.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of coordinating projects from start to finish and familiarity with project life cycles.</li> <li>• Proven experience of managing project finances.</li> <li>• Experience of managing stakeholders</li> <li>• Project management qualification desirable.</li> <li>• More than 1 years working in project or programme management.</li> <li>• Experience of using technology and project delivery.</li> <li>• Good understanding and experience of supporting monitoring and evaluation.</li> </ul>	
<b>Qualifications</b>	Bachelors/ Masters in relevant field	
<b>British Council values and behaviours</b>	British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are: Open and Committed; Expert and Inclusive; Optimistic and Bold.	

	<p>The behaviours for each values pair can be found on our <a href="#">Intranet SharePoint site</a> for internal staff and at our Careers portal for external applicants.</p>	
<p><b>Condition of employment</b></p>	<p>Proof of Identity requirements/right to work in country.</p> <p>Candidates are expected to have researched whether they have the right to live and work in the Pakistan in which the role is based.</p>	

**Submission guidelines:**

- Email subject: Application for 'Post title'
- KINDLY SHARE YOUR CVS ALONG WITH COVER LETTERS ON THE FOLLOWING ADDRESS: [tvvet.iv@britishcouncil.org.pk](mailto:tvvet.iv@britishcouncil.org.pk)
- Separate emails to each post (if more than one application by one person)
- Applicants failing to comply with the above-mentioned guidelines will not be considered. (Only Shortlisted candidates will be called for interviews)