

Job Description

Job Title	Project Manager (Provincial Lead KP/GB)		
Strategic Business Unit	TVET IV	Location	Peshawar
Pay Band	Consultancy Contract (Long Term)	Contract Duration	4.5 Years Consultancy Contract
Deadline to Apply: 11 th February 2024 (11:59 PM)			

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

The Project Manager will be responsible for the project management of the project as per British Council's systems, including compliance, reporting, and finances.

The appointee will have responsibility for:

- Supporting the Team Lead in the planning, implementation, and delivery of project activities in line with relevant corporate policies and donor requirements.
- Supporting the Team Lead in identifying and reporting on risks related to project activities and agree an action plan accordingly.
- Liaising with the provincial project partners for the delivery of key project outputs.

- Leading on project events, seminars, and other events for the relevant project activities to meet agreed provincial targets.
- Designing activity plans and schedules in coordination with the Team Lead and with support from the Project Coordinator.
- Identifying and implement improvements to project delivery and share any successes and learning points with the project team.
- Preparing reports on project activities and deliverables for presentation to the Senior Project Team.
- Working within the project team to ensure effective delivery of the workplan.
- Preparing project documents including presentations, policy briefs, Terms of Reference and project reports.
- Maintaining strategic relationships with the provincial partners, CSOs and other external stakeholders to enable effective project delivery in the field.
- Interpreting and following British Council and donor project procedures (project, financial and risk reporting) to ensure compliance with all systems and standards.

The Project Manager main duties will include:

Relationship & Stakeholder management

- Manage relationships at a project/programme level.
- Has relationships with service providers and is able to procure services for successful delivery of project in KP and GB.
- Holds service providers accountable for delivering against contract.
- Build strong internal and external relationships and networks.

Commercial and Financial Management

- Ensure sound financial planning, working closely to ensure British Council and TVET IV project financial year plans are up to date.
- Manage on financial and programme delivery planning as per project planning guidelines.
- Compliance to British Council and TVET IV financial policies and procedures.

Project Management

- Contributes to development of plans and delivery of project deliverables.
- Identifies risks and puts together mitigation strategies with Team Lead
- Responsible for internal and client, procurement, contracting, compliance, and reporting.
- Checks on and reports on compliance.
- Coordinates with the Monitoring and Evaluation manager and provide support for data management including timely data entry, quality assurance of data, undertaking basic analysis of monitoring data, and developing progress reports to meet donor requirements.
- Undertaking data collection as needed.

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 and Line Management:

The Project Manager will report to Team Lead and will manage a Project Coordinator.

Required qualifications and experience.

Skills and knowledge	<ul style="list-style-type: none"> • Project Management and delivery of large single/multi donor funded projects. • Knowledge of TVET sector and/or other relevant areas. • Managing internal and external stakeholders. • Knowledge of local languages. 	
Experience	<ul style="list-style-type: none"> • Experience of managing projects from start to finish and familiarity with project life cycles. • Understanding of procurement, evaluation and reporting requirements of projects. • Proven experience of managing project finances. • Experience of managing stakeholders • Project management qualification desirable. • More than 4 years working in project or programme management. • Experience of using technology and project delivery. • Good understanding and experience of supporting monitoring and evaluation. 	
Qualifications	Masters in relevant field	
British Council values and behaviours	<p>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:</p> <p>Open and Committed; Expert and Inclusive; Optimistic and Bold.</p> <p>For further information please visit the below pages.</p>	

	<ul style="list-style-type: none"> • https://www.britishcouncil.org/sites/default/files/bc_behaviours.pdf • https://www.britishcouncil.org/about-us/our-values 	
Condition of employment	<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: tvet.iv@britishcouncil.org.pk
- Applicants failing to comply with the above-mentioned guidelines will not be considered.
- Only Shortlisted candidates will be called for interviews.