

**Post: Project Manager**

Consumer Rights Commission of Pakistan (CRCP) is currently undertaking an initiative, titled ‘Women NICs and Voter Registration Campaign’, in two districts of Punjab, i.e. Jehlum and Gujrat. For implementation of the project, CRCP is hiring Project Manager for these districts.

S. No	Positions	No of Positions	Qualification & Experience	Roles and Responsibilities:
1.	Project Manager	1	<ul style="list-style-type: none"><li>• University degree in related discipline.</li><li>• At least 5 years of experience in project management, planning and implementation.</li><li>• Past experience of working at Election related project will be preferable.</li><li>• Knowledge of geographical area/district and cultural values will be preferable.</li><li>• Computer proficiency, including working knowledge of MS Office products (Word, Excel, and PowerPoint) is mandatory.</li><li>• Strong analytical and team building skills.</li><li>• Excellent communication and presentation skills required, with fluency in verbal and written English and Urdu, along with the understanding of local language.</li><li>• Having good advocacy skills and working relationships with state institutions will be an added advantage.</li></ul>	<p>The Project Manager (PM) has the responsibility to ensure effective and efficient day to day implementation of the project activities with the support of project staff. The PM will ensure functioning of the project from beginning to the end including project inception activities, monthly reporting, and implementation of project activities, orientation and supervision of project staff, project reviews/meetings and project closure.</p> <p><b>Specific responsibilities</b></p> <ol style="list-style-type: none"><li>i. Act as focal person for project related activities and correspondence.</li><li>ii. Ensure timely delivery/completion of all project activities, submission of all relevant reports, listing and facilitation of unregistered women in the targeted communities.</li><li>iii. Coordinate and arrange meetings with the key stakeholders i.e. NADRA, ECP, DVEC, Political Parties, legislators and district administration etc, as and when required.</li><li>iv. Ensure timely review and submission of all relevant MOVs against respective activities (such as block wise lists of non NIC holder females, event reports, assessments, attendance sheets, photographs, media briefings, scanned copies of tokens etc.) and as defined in the statement of work, on <i>Women NIC and Voter Registration Project- GMIS</i>.</li><li>v. Regularly prepare and submit reports/progress of the relevant activities, as per Statement of Work (SoW).</li><li>vi. Participate and ensure 100 % attendance in the trainings arranged by TDEA.</li><li>vii. Supervise and train the project staff on SOW.</li><li>viii. Oversight and compliance of project interventions and field activities.</li></ol>

To apply, kindly send your CVs to [hrl@crpc.org.pk](mailto:hrl@crpc.org.pk) by November 19<sup>th</sup>, 2017.