Terms of Reference

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Project title:</th>
<th>Assistant Project Manager</th>
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<tbody>
<tr>
<td>Duration of Employment:</td>
<td>February-December, 2020</td>
</tr>
<tr>
<td>Working nature:</td>
<td>Full-time assignment</td>
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<tr>
<td>Working hours:</td>
<td>08:30AM-05:00 PM (no time limit in field)</td>
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<tr>
<td>Duty station:</td>
<td>Mohammad Khail, Loralai, Muslim Bagh, Surkhab, Saranan &amp; Chaghi Refugee Villages(RV)</td>
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<tr>
<td>Reporting Authority:</td>
<td>Project Manager-AREP-SCSPEB</td>
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BACKGROUND INFORMATION

Under the supervision of Project Manager and in close coordination of Field teams Assistant Project Manager will be responsible for the day-to-day management and implementation of Project Field activities, including all substantive and administrative matters at field level.

FUNCTIONS

- **Capacity Building:**
  - Assist Project Manager in creating awareness of the existing Scenario and sensitizing all the Stakeholders for improvement.
  - Creating a strong and sustainable linkage with Education Groups (Male / Female) and Community.
  - Ensure coordination and close linkages with all IPs.

- **Planning:**
  - Preparation of Assessment forms in close coordination of PM for the better implementation of field activities.
  - Assist PM in preparation of annual, quarterly and monthly plans for the implementation of project activities.
  - Prepare assessment plans for field teams.
  - Take lead role in identifying training needs of field teams.
  - Organize and prepare follow up plans for camp schools.
  - Ensure that the implementation plans are properly being implemented in the field.
- Use intensive field visit to monitor the performance of teams and camp schools to assess the performance of teachers and Education Groups.

Enhancing Community Involvement
- Establishment of awareness among the community regarding their role in education.
- Capability building of community to visit and support the school.
- Compilation of reports on the community participation and their performance.

Reporting
- Provide required data to Doc & Communication Officer for preparation of Monthly, Quarterly and yearly progress reports.
- Assist PM to prepare in formal and oral reports and discuss issues with Management, Donors and Education Groups as required.
- Prepare reports on field monitoring.

Finances:
- Prepare financial statements of assigned project with close coordination with Project Manager.
- Manage Field base financial system (Boarding and Lodging, Teachers Salary as well teacher’s trainings).

Management:
- Manage material distribution.
- Manage Field trips in absence of PM according to the plan.
- Arrange coordination meetings at camp and provincial level.
- Manage vehicles of AREP teams in absence of PM.

Required Qualifications/Skills

<p>| Education: | ✓ Having Master degree in Social Sciences/Development studies |
| Experience: | ✓ 3-4 years experience of Project Management |
|            | ✓ Good Communication, Presentation &amp; Computer skills |
|            | ✓ Excellent analytical &amp; reporting skills |</p>
<table>
<thead>
<tr>
<th>Language Requirements:</th>
<th>☑ Good Command on Spoken &amp; written English</th>
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<tbody>
<tr>
<td></td>
<td>☑ Good command on local languages (Pashtu, Dari, Persian)</td>
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