

Human Resources Required for the Project Terms of Reference of Key Project Staff

1. Position Title: Project Director (PD)

This position reports to the Secretary, LG&RD Department, and Government of Khyber Pakhtunkhwa.

Background and rationale for hiring the Project Director

The Southern Area Development Project (SADP), an initiative of the Govt. of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Project Director (PD) on behalf of the Local Government and Rural Development Department (LG&RDD) of KP, shall be overall responsible for implementing this foreign funded project. The key responsibilities of the PD shall include, but not limited to, the following:

1. Prepare a strategic plan/road map, with well defined milestones, for the implementation of the KP- SADP, on most efficient lines.
2. Perform overall project management functions, and provide leadership support, liaison and coordination for the project steering and guidance on all technical, financial and administrative matters relating to activities/sub-projects of KP-SADP as envisaged in its approved PC-I.
3. Define and articulate the Community Driven Development (CDD) approach vision and develop strategies for achieving that.
4. Conduct regular meetings with all the implementing line departments/partners to assess the pace of implementation, identify bottlenecks in the light of approved plan/road map, and devise concrete and doable remedial measures to resolve those issues.
5. Conduct regular meetings with the MDTF/World Bank task teams on matters relating to procurement, disbursement, progress reporting, general implementation, monitoring and other related subjects. Responsible for resolution of all issues arising during the implementation of the project, with the Bank and other donor agencies.
6. Develop agenda for various Steering Committee meetings, arrange meetings and follow up actions to implement those decisions.
7. Accomplish the goals and targets/objectives of the project described in the approved PC-I within given time frame.
8. Supervise and exercise effective & efficient control over the financial and administrative matters of the PMU, DIUs and of other implementing partners.
9. Ensure timely submission of all reports on the project implementation with the support of the project sector specialists and in close coordination with implementing agencies.
10. Any other task assigned by the Project Steering Committee/Secretary, LG&RDD for the effective implementation of the Project.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the PD is expected to be more vigilant and flexible enough to adapt to such challenging situations.

Qualification:

Masters degree in Management and/or Social Sciences or any related discipline from a recognized university.

Experience: At least 15 years work experience on responsible professional positions in the development sector preferably in multi-sectoral community based projects/programs. Experience with foreign aided project will be an added advantage.

Abilities and Skills:

- Strong management skills including ability to provide strategic guidance, technical oversight, build strong teams, mentor staff, develop work plans, and manage budgets and project expenditures;
- Work experience, including project design, managing and implementation, of and participatory projects in

Public and Private sectors.

- Ability to handle multiple activities concurrently, work under pressure, and meet tight deadlines;
- Excellent judgment with quick and sound decision making.
- Highest standards of personal integrity.
- Excellent team managing and leadership skills.
- Demonstrated interpersonal, communication and diplomatic skills.
- Proven ability of managing / leading teams in a collaborative environment.
- Demonstrated written, analytical, presentation, reporting and computing skills and familiarity with modern communication systems (internet, worldwide web, email etc)
- Written and oral fluency in Urdu, Pashto and English.
- Khyber Pakhtunkhwa/FATA domiciled candidates of public sector meeting the essential requirements will be given preference.

Salary and Benefits

PC-1 lump sum salary with 5% per annum increase will be offered to the contracted staff whereas public sector seconded PD, on deputation basis, will be entitled for salary and other emoluments as per Govt, of Khyber Pakhtunkhwa rules/policy. However, a public servant who obtains Bank's NOL and proceeds on EOL will also be entitled for drawing the PC -1 salary and a associated benefits. Initial posting/hiring of the Project Director will be for 3 years or till completion of the project.

2. **Position Title: Infrastructure and Environmental Specialist**

This position reports to the Project Director (PD) of the KP-Southern Area Development Project.

Background and rationale for hiring the Infrastructure and Environmental Specialist

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Infrastructure and Environmental Specialist (IES) on behalf of the PMU shall be the overall responsible for the effective implementation of the infrastructure sub-projects at field level. The key responsibilities of the IES shall include, but not limited to, the following:

- I. Prepare 'implementation plan' for all the social & productive infrastructure schemes prioritized by the local communities/CBOs, EIGs for execution;
2. Coordinate with DIUs and local line departments the smooth and effective implementation of the infrastructure specific sub-projects,
3. Periodically monitor all the infrastructure projects and ensure that projects are constructed as per approved design and quality of construction which is up to the approved standards, and provide guidance on timely corrective measures,
4. Introduce innovative cost effective model schemes,
5. Discuss with district level Field Engineers about their experiences related to infrastructure subprojects, negotiate and motivate them to take an active facilitation and supervisory role during the implementation of the community-led social and productive infrastructure schemes,
6. Ensure that social, technical, environmental and economic feasibility studies/surveys of the community-led infrastructure sub-projects are carried out through the district level field engineers; and assist in the design and detailed cost estimates of such schemes,
7. Support establishing linkages between the local CBOs and local/provincial authorities and private sector for technical and material support,
8. Develop and submit monthly and quarterly progress reports on the status of community infrastructure development activities to the PMU and the Bank,
9. Keep a data base/adequate documentation of all infrastructure related projects at the PMU level,
10. Assist the district level Field Engineers in formulating new project proposals,
- II. Contribute to the Project knowledge management by reporting on relevant progress, constraints and Lessons learnt,
12. Provide timely feedback to the management about the weaknesses identified at various levels and recommend solutions,

13. Establish local, national & international linkages for exchange of information and experiences, and
14. Any other assignment given by the Supervisor/PD.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Infrastructure and Environmental Specialist is expected to be flexible enough to adapt to such challenging situations.

Qualification:

B.Sc. in Civil Engineering or any related discipline from a recognized university with sound knowledge of the environmental issues and related mitigation measures associated with the construction and rehabilitation of social and productive infrastructure schemes.

Experience: Seven to ten years work experience on similar responsible positions in the development sector preferably in multi -sectoral community based projects/programs. Experience with foreign aided project will be an added advantage.

Special abilities and skills:

- Coordination skills
- Technical assessment and feasibility skills
- Writing skills
- Interpersonal and communication skills

Salary and benefits: PC-1 salary (lump sum) with 5% per annum increase.

3. Position Title: M&E Specialist

This position reports to the Project Director (PD) of the KP-Southern Area Development Project.

Background and rationale for hiring the M&E Specialist

The Southern Area Development Project (SADP), an initiative of the Govt. of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The M&E Specialist, on behalf of the PMU shall be the overall responsible for the effective implementation of social and productive infrastructure schemes at field level. The key responsibilities of the M&E Specialist shall include, but not limited to, the following:

1. Overall planning, monitoring, and evaluation of the project's interventions;
2. Develop and manage M&E framework with relevant inputs, outputs, and outcomes in line with set objectives of the Project in consultation with the sector specialists and other project partners,
3. Conduct regular field visits and reflect on critical projects' aspects through participatory monitoring methods,
4. Ensure that Project M&E Manual is timely prepared and properly followed,
5. Assist the PMU and DIUs' staff and district level stakeholders in the preparation of a Work Plan,
6. Assist PMU, DIUs in the production of robust analysis of the sub-projects,
7. Assess the progress in term of output and outcome indicators,
8. Ensure the establishment of a knowledge building and knowledge sharing base; and M&E Database in
9. Consultations with all the stakeholders,
10. Identification of study areas and carrying out case studies, impact assessments and validation exercises,
11. Preparing reports, briefs and periodical monitoring progress,
12. Supervise the maintenance of relevant internal databases,
13. Liaison with district/provincial level stakeholders and donors arranging regular updates, briefing etc in the field of M&E, and
14. Any other task assigned by the PD for efficient implementation of the project.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the M&E Specialist is expected to be flexible enough to adapt to such challenging situations.

Qualification:

Masters degree in Management Sciences, Public Administration, Journalism or any other related discipline from the recognized university.

Experience:

Seven to ten years of progressively responsible experience in the field of Monitoring and Evaluation in the public or private sector preferably in multi-sectoral community based projects/programs.

Abilities and skills:

- Sound understanding and knowledge of M&E procedures and experience in their application.
- Highest standards of personal integrity with proven ability to work in a collaborative, team environment.
- Written and oral fluency in Urdu, Pashto and English.
- Must be computer literate and well conversant with the latest M&E related software programs.
- Ability to interact effectively across social and ethnic boundaries.
- Khyber Pakhtunkhwa/FATA domicile applicants meeting the essential requirements will be given preference.

Salary and benefits: PC-1 salary (lump sum) with 5% per annum increase.

4. Position Title: Procurement Specialist

This position reports to the Project Director (PD) of the KP-Southern Area Development Project.

Background and rationale for hiring the Procurement Specialist

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Procurement Specialist, on behalf of the PMU shall be the overall responsible for all project related procurement. The key responsibilities of the Procurement Specialist shall include, but not limited to, the following:

1. Assist and advise the PD, KP -SADP in the preparation of Procurement Plan in accordance with the World Bank Procurement Guidelines;
2. Manage and coordinate Project procurement activities in line with the World Bank's Guidelines and Procurement Manual under the overall supervision of the Project Director,
3. Develop and implement a documentation filing system which provides transparency; proper record control; security of documentation, particularly sealed bids, which adheres to the standards and procedures outlined in the World Bank Procurement Guidelines,
4. Oversee and provide assistance to the Project Director, PMU and DIUs, and line departments' personnel in preparing the scope of work and specifications of goods and services.
5. Oversee the verification of invoices received against goods receipts and contracted prices prior to approving the processing of such invoices for payment,
6. Review, revise, and clear purchase orders and contracts prior to forwarding them for approval by the Project Director/relevant forum,
7. Supervise the maintenance of relevant internal databases and files, monitor contractual agreements, direct provisioning contracts and inform users affected of contractual rights and obligations,
8. Developing and maintain procurement data base in close consultations with the sector specialists.
9. Recommend a comprehensive procurement training curriculum; conduct and coordinate courses, demonstrations and workshops, plan further advanced training to DIUs, line agencies staff and CBOs, EIG/CEIGs, and
10. Provide inputs and material support to Communication Specialist for devising communication strategy,

knowledge products and wider dissemination of the project procurements.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Procurement Specialist is expected to be flexible enough to adapt to such challenging situations.

Qualification:

MBA, Masters Degree in Finance/Accounting/ACCA/CA or Master in other procurement related disciplines from a recognized university.

Experience:

Seven to ten years of experience in the field of procurement in the public and private sector preferably with donor funded projects.

Abilities and skills:

- Sound understanding and knowledge of the procurement procedures and experience in their application for the purchase of a wide range of supplies and services.
- Thorough knowledge of financial rules and regulations; demonstrated ability to apply good judgment in the context of assignments given.
- Highest standards of personal integrity with proven ability to work in a collaborative and team environment.
- Written and oral fluency in Urdu, Pashto and English.
- Must be computer literate and well conversant with MS Office and other Procurement and accounting related software programs.
- Ability to interact effectively across social and ethnic boundaries.
- MS degree in any of the above disciplines and prior experience with the World Bank procurement will be preferred.
- Khyber Pakhtunkhwa/FATA domicile applicants meeting the essential requirements will be given preference.

Salary and benefits: PC-1 salary (lump sum) with 5% per annum increase.

This position reports to the Project Director (PD) of the KP-Southern Area Development

5. Project Title: Communication Specialist

Background and rationale for hiring the Communication Specialist

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Communication Specialist, on behalf of the PMU shall be the overall responsible for all project strategic communications. The key responsibilities of the Communication Specialist shall include, but not limited to, the following:

1. Prepare strategic communication plan/strategy for KP-SADP ensuring that important elements of this strategy are incorporated into the annual work plans;
2. Measure and present results of the KP-SADP communication efforts, to provincial, district and local level stakeholders,
3. Liaise with media to disseminate SADP's funded initiatives' information,
4. Assist in integration of communication for development activities and knowledge management,
5. Evaluate the effectiveness of communication activities and recommend better approaches,
6. Assist and advice the Project Director in the design of Annual Work Plan within the structure of Strategic Transitional Results Framework (STRF) of PCNA and its relevant strategic objective (s) in consultation with the stakeholders,
7. Assist the PD and other specialists in devising sector specific communication and outreach strategy,
8. Outline programs/plans that can be developed and implemented swiftly to introduce an effective communication framework at all levels,
9. Assist and guide the DIUs, Line Departments, CBOs, and EIGs/CEIGs in establishing sound and effective communication and outreach mechanisms,
10. Design project activities to address findings of need analyses in the field of media,

11. Preparation and management of training plan for Communication and Media,
12. Interact and liaise with Partners and arrange regular updates, briefing etc in the area of communication and outreach,
13. Designs/prepare and disseminate media products for ensuring transparency, accountability and thus positive image of the KP-SADP, and
14. Any other duty /task assigned by the Project Director.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Communication Specialist is expected to be flexible enough to adapt to such challenging situations.

Qualification:

Masters degree in Journalism/Mass Communication, or any related discipline from a recognized university.

Experience: Seven to ten years experience on senior position in leading Communications related programs in the public and private sector preferably with donor funded projects.

Abilities and skills:

- Relevant experience and progressive professional achievement in the relevant field.
- A high enough profile to be able to act as a close advisor to the top management, ability to interact effectively across social and ethnic boundaries.
- Solid understanding of communication tools and mechanisms and maintaining database.
- Highest standards of personal integrity.
- Demonstrated interpersonal, communication and diplomatic skills.
- Proven ability to work in a collaborative, team environment.
- Written and oral fluency in Urdu, Pashto and English.
- Khyber Pakhtunkhwa/FATA domicile candidates/ applicants meeting the essential requirements will be given preference.

Salary and benefits: PC-1 salary (lump sum) with 5% per annum increase.

6. Position Title: Community Development Specialist

This position reports to the Project Director (PD) of the KP-Southern Area Development Project.

Background and rationale for hiring the Community Development Specialist

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Community Development Specialist, on behalf of the PMU shall be the overall responsible for the development of Community Driven Development approach and its internalization across the project components. The key responsibilities of the Community Development Specialist shall include, but not limited to, the following:

1. Develop, mainstream and promote CDD approach across the Project's partners and beneficiaries;
2. Preparation of sector plans with CDD approach in consultation with PMU and DIUs' staff, partners, and government counterparts, in line with the World Bank guidelines,
3. Coordinate community engagement in downstream development in consultation with the Community Development Staff and other stakeholders at district level,
4. Assist PD in conducting reviews of the CDD methodology and suggest improvements while keeping in view the local context and social preferences,
5. Bear responsibility for the preparation of the key deliverables of community mobilization, and Economic Interest Groups.
6. Provide technical advice and support to CBOs, EIGs/CEIGs through Community Development staff,
7. Ensure capacities building of the CEIGs/EIGs.
8. Ensure that community needs are adequately addressed.

9. Preparation of community engagement strategy in consultation with stakeholders.
10. Any other duty /task assigned by the Project Director for efficient implementation of the project.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Community Development Specialist is expected to be flexible enough to adapt to such challenging situations.

Qualification:

Masters Degree in Social Sciences and other related disciplines from a recognized university.

Experience: Seven to ten years experience in social mobilization and community development in public / private sectors preferably with donor funded projects.

Abilities and skills:

- Proven background in community driven development (CDD) approach.
- Progressively work experience with local organizations and communities in developing program methodology on CDD approach.
- Knowledge of training measurement and evaluation techniques
- Excellent planning and facilitation/presentation skills
- Cultural awareness and sensitivity
- Ability to research, analyze and present complex information in a clear manner
- Strong interpersonal, team and communication skills
- Knowledge of gender-and conflict-sensitive project planning, implementation and monitoring for gender equitable results
- Demonstrated relevant experience in a community development discipline in the World Bank will be preferred.
- Khyber Pakhtunkhwa/FATA domicile candidates/applicants meeting the essential requirements will be given preference.

Salary and benefits: PC-1 salary (lump sum) with 5% per annum increase.

7. Position Title: Finance Specialist

This position reports to the Project Director (PD) of the KP-Southern Area Development Project. ***Background and rationale for hiring the Finance Specialist***

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/world Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Finance Specialist, on behalf of the PMU shall be the overall responsible for the development and management of financial system and its internalization across the project units, PMU and DIUs. The key responsibilities of the Finance Specialist shall include, but not limited to, the following:

1. Establish and control Financial Management System of KP-SADP;
2. Opening and maintaining designated account of the project in line with the Project Financial Management Manual,
3. Prepare withdrawal applications and submit them to the Bank after approval of the PD. Follow-up with the World Bank for transfer of funds to the Designated Account,
4. Preparation of Project Annual Budget in consultation with sectoral specialists and district level stakeholders. Follow-up on approval of budget and release of funds.
5. Reconcile periodically the accounts of the project with the World Bank.
6. Perform monthly bank reconciliation and submit to Project Director for perusal/ approval.
7. Submit details of payments from Designated Account to Accountant General Office on daily basis and carry out monthly reconciliation with Accountant General Office.
8. Prepare annual financial statements of the project.

9. Liaison with auditors for annual audit of the projects reply to audit observations, arrange DAC meetings and ensure that audited financial statements are submitted to the World Bank within stipulated time.
10. Review the financial management arrangements and periodic financial reports of the PMU, DIUs, and line departments, CBOs, EIGs and CEIGs maintaining imprest accounts.
11. Ensure that expenditure are timely recorded and reflected in the project accounts statements
12. Assist and advice to DIUs, CEIGs/EIGs and line departments for maintaining accounts and other financial management matters.
13. Review all payment vouchers before payment is made to ensure that payment is justified and is according to approved policies and manuals.
14. Ensure that all accounting record including vouchers, ledgers and cash books are up to date and maintained properly.
15. Ensure that accounting system of the project is adequately implemented and used to ensure compliance with approved accounting policies/procedures.
16. Analyze, plan, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
17. Support the Admin section in preparing and maintaining an updated record of project inventory and assets.
18. Serve as the primary contact of the project on financial management matters in dealing with all the stakeholders and any other forum.
19. Prepare and submit periodic financial management reports.
20. Any other task assigned by the Project Director for efficient implementation of the project.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Finance Specialist is expected to be flexible enough to adapt to such challenging situations.

Qualification:

Masters Degree in Business and Management Sciences, Professional Accountant (CA/ACCA/ACMA) or Masters Degree in Finance/Accounting and other related disciplines from a recognized university.

Experience:

Seven to ten years work experience in financial management, audit or accounts in the public/private sectors preferably with multi-sectoral donor funded projects.

Abilities and skills:

- Sound understanding and knowledge of finance procedures and experience in their application.
- Highest standards of personal integrity with proven ability to work in a collaborative team environment.
- Demonstrated interpersonal and presentation skills.
- Written and oral fluency in Urdu and English.
- Excellent financial and report writing skills.
- MS degree in any of the above disciplines and prior experience with the World Bank Financial Management will be preferred.
- Khyber Pakhtunkhwa/FATA domicile applicants meeting the essential requirements will be given preference.

Salary and benefits: PC-1 salary (lump sum) with 5% per annum increase.

8. Position Title: Livelihood Specialist

This position reports to the Project Director (PD) of the KP-Southern Area Development Project.

Background and rationale for hiring the Livelihood Specialist

The Khyber Pakhtunkhwa-Southern Area Development Project (KP-SADP), an initiative of the Govt of Khyber Pakhtunkhwa, with the financial and technical assistance of the Multi Donor Trust Fund (MDTF)/ World Bank. The project aims to support the recovery, rehabilitation and livelihood opportunities of the people from three least developed and crisis hit southern districts of KP i.e. Dera Ismail Khan, Tank and Lakki Marwat. The project executes its mandate through socio-economic development, improved governance and livelihood support interventions, especially for vulnerable and marginalized groups, in line with the objectives of the Post Crises Needs Assessment (PCNA).

The overall objective of the SADP is to support reconstruction and livelihood development aimed at recovering from the impact of the crisis, as well as to support long term rehabilitation and uplift of the target areas.

The Project's strengthens the capacity of the targeted communities and improves their livelihood by providing them opportunities and access to social and productive infrastructure. SADP also extends asset building support to the poorest groups. The project increases self-reliance of its beneficiaries through their capacity building and active involvement in community-based development activities. To achieve its objectives, the project seeks services of a professional who can work closely with the Firm, Line Departments, Communities and other sister organizations to identify viable market-oriented income earning opportunities for the target communities.

The Livelihood Specialist, on behalf of KP-SADP, shall be the overall responsible for all the Livelihood related activities of the Project in the target area.

The key responsibilities of the Livelihood Specialist shall include, but not limited to, the following:

1. Assist, advice and technically backstop the Project Director and other key project staff of PMU, DIUs, Line Departments and other organizations and respective community groups (CBOs/EIGs) on the potential Livelihood related interventions and assist the process of designing program in consultation with other stakeholders which are compatible to the area oriented.
2. Ensure timely implementation of the agreed program and technically backstop the community groups to achieve the desired results,
3. Carrying-out capacity gap analysis of the CBOs/EIGs, line departments and other stakeholders in regard to Livelihood and assist and facilitate the Capacity Building Specialist in designing a capacity building plan to build the lacking capacities and skills,
4. Prepare and design the sequential plan of Livelihood activities based on the recommendations of relevant CAP's priorities and line departments suggestions,
5. Assist and guide the Line Departments in planning and execution of the Livelihood related sub-projects,
6. Linkup training and awareness programs with the concerned institutes and develop guidelines where required, with particular emphasis on Livelihood sector reforms with crisis-sensitivity.
7. Ensure coordination and cooperation between the various stakeholders and partners implementing the same development agenda, at the district level,
8. Interacting and liaise with Development Partners and arrange regular updates, and briefing.
9. Preparing reports, briefs and monitoring progress.
10. Coordinating Livelihood activities with other donor funded projects and concerned line departments;
11. Monitor and supervise of all activities related to the Livelihood sector such as Identification, feasibility, Design, Approval, and Implementation of the schemes.
12. Review all the Schemes under Livelihood component and would coordinate the program meetings for livelihood.
13. Review and appraise all Schemes under the livelihood component that would be approved at the District level.
14. To represent the project as the Technical Representative of the PMU at all Scheme Review and Approval Forums i.e DRCs and other meetings related to Livelihood Component.
15. Would coordinate with the Consultants in all matters related to the Livelihood sector.
16. Would closely coordinate with the firms conducting the Baseline Survey for the Project to ensure that all the relevant indicators are identified and incorporated in the data.
17. Any other task assigned by the Project Director for the efficient implementation of the project.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Livelihood Specialist is expected to be flexible enough to adapt to such challenging situations.

Abilities and Skills:

- Solid understanding of issues relating to Livelihood, environmental issues and conflict mitigation, including the ability to present ideas clearly and concisely.
- Highest standards of personal integrity.
- Understanding of issues in the field of natural resource and environment and needs of the people in the context of post-crises environment.
- Proven ability to work in a collaborative, team environment.
- Written and oral fluency in Urdu and English. Knowledge of Pashto and Saraiki will be an added advantage.
- Computer and report writing skills are desired.

Qualification: Advanced University degree (Master Level minimum) in Development studies, Development economics, Agricultural economics, Livestock, Labour economics, Socio-economic studies, or other related field. Additional areas of experience could include poverty reduction; economics.

Experience:

- Minimum 10 years relevant practical field experience in Livelihood related subjects especially with donor funded projects and programs within one or more of the following areas:
- Socio-economic and/or household economy assessments;
- risks and vulnerability assessments,
- Market assessments, rapid
- Participatory rural Appraisal.
- Cooperatives and/or microfinance
- Employment promotion
- Entrepreneurship building
- Private sector development
- Local economic recovery/poverty-reduction strategies
- Agriculture/livestock/natural resource management
- Urban and rural small business development.
- Knowledge about latest development in the livelihoods sector.
- Demonstrated experience in conducting assessments for planning and/or evaluation purposes.
- Familiarity with community-based and participatory approaches.

Salary and Benefits: PC-1 salary (lump sum) with 5% per annum increase.

9. **Position Title: Capacity Building Specialist**

This position reports to the Project Director (PD) of the KP -Southern Area Development Project.

Background and rationale for hiring the Capacity Building Specialist

The Khyber Pakhtunkhwa-Southern Area Development Project (KP-SADP), an initiative of the Govt of Khyber Pakhtunkhwa, with the financial and technical assistance of the Multi Donor Trust Fund (MDTF)/World Bank. The project aims to support the recovery, rehabilitation and livelihood opportunities of the people from three least developed and crisis hit southern districts of KP i.e. Dera Ismail Khan, Tank and Lakki Marwat. The project executes its mandate through socio-economic development, improved governance and livelihood support interventions, especially for vulnerable and marginalized groups, in line with the objectives of the Post Crises Needs Assessment (PCNA).

The overall objective of the SADP is to support reconstruction and livelihood development aimed at recovering from the impact of the crisis, as well as to support long term rehabilitation and uplift of the target areas.

The Project's also envision to strengthen the capacity of the targeted communities and improve their livelihood by providing them opportunities and access to social and productive infrastructure. SADP also extends asset building support to the poorest groups. The project increases self-reliance of its beneficiaries through their capacity building and active involvement in community-based development activities.

The main objective is to ensure effective and flexible coordination and implementation of the capacity building initiatives of the Project by ensuring that the beneficiaries are well involved in all project training activities.

To achieve its objectives, the project seeks services of a professional who can work closely with the Firm, Line Departments, Communities and other sister organizations to identify training needs of all the project's stakeholder especially i.e target communities, Project staff, staff of line departments.

The Capacity Building Specialist, on behalf of KP-SADP, shall be the overall responsible for all the Capacity Building related activities of the Project in the target area for communities, Project staff and line departments.

The **key responsibilities** of the Capacity Building Specialist shall include, but not limited to, the following:

- Assist, advice and technically backstop the Project Director and other key project staff of PMU, DIUs, Line Departments and other organizations and respective community groups (CBOs/EIGs) on the potential Capacity Building related interventions and assist the process of designing program in consultation with other stakeholders.
- Produce reference and budget to establish contract(s) with appropriate training institutes for technical and vocational training programme targeted at the projects prime beneficiaries (unskilled and semi skilled labourers, unemployed youth, widows with children, off season small farmers and farm labourers preferably the poor), based upon the training manuals, trained trainers, courses, follow up workshop and ensuring that monitoring and evaluation procedures are put into effect:
- To identify various renowned national, provincial training institutes for trainings in relation to capacity building of the communities, line agency, and project staff on need basis.

- Coordination and liaison with the training firm in Carrying-out capacity gap analysis, conducting training needs identification (TNI) and Training needs assessments (TNA) for all the stakeholders' i.e Community members (CBOs/EIGs), Staff of Line departments and Project staff.
- Supervise capacity building activities and agreements/contracts with firms.
- Assist the Project Management in identifying and hiring Individual Trainers/firms/training institutes.
- Develop training plan as per the Work Plan and PC-1. Ensure timely implementation of the agreed program and technically backstop the community groups to achieve the desired results,
- Ensure to acquire reports of all capacity building related/training reports from the firms/individuals/institutions hired for conduction of all training events. Maintain all training related updated reports/files/documentation.
- To evaluate the effectiveness of capacity building interventions through feedback from participants i.e Project staff, beneficiaries, line department etc, and where applicable, measure the impact of the interventions through various research methods.
- Any other task assigned by the Project Director for the efficient implementation of the project.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Capacity Building Specialist is expected to be flexible enough to adapt to such challenging situations.

Abilities and Skills:

- Understanding of issues of Capacity Building and needs of the people in the context of post-crises environment.
- Solid understanding of issues relating to Capacity Building issues and conflict mitigation, including the ability to present ideas clearly and concisely.
- Proven back ground in CDD approach.
- Sound knowledge and experience of working with rural communities and rural development programs and projects.
- Awareness of Culture and sensitivity of the project Area.
- Understanding of the reason and root cause of poverty, gender issues, Capacity Building.
- Highest standards of personal integrity.
- Proven ability to work in a collaborative, team environment.
- Written and oral fluency in Urdu and English. Knowledge of Pashto and Saraiki will be an added advantage.
- Computer and report writing skills are essential.

Qualification: Advanced University degree (Master Level minimum) in Social Sciences, Human Resource Development, Development studies, Development economics, Socio-economic studies, or other related field.

Experience: Minimum 10 years relevant practical field experience in Capacity Building related subjects especially with donor funded projects and programs. Familiarity with community-based and participatory approaches.

Duty Station: KP-SADP Project Management unit Dera Ismail Khan with frequent travelling within project area

Duration: Initially for one year extendable up to project life based on performance.

Salary and Benefits: PC-1 salary (lump sum) with 5% per annum increase.

10. Position Title: Executive District Officer - Community Driven Development

This position reports to the Project Director (PD) of the KP-Southern Area Development Project.

Background and rationale for hiring the Executive District Officer, Community Driven Development

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Executive Distract Officer, Community Driven Development (EDO, CDD) on behalf of the PMU, shall be the overall responsible for project management at district level under the administrative authority of the respective DCO. The key responsibilities of the EDO, CDD shall include, but not limited to, the following:

1. Prepare a 'Strategic Plan' with well defined milestones for the implementation of project activities at district level;
2. Perform overall project management functions, and provide leadership support for all project's technical, financial and administrative matters at the district level,
3. Assist the PMU, respective DIU and Project's partners' staff in the internalization of CDD approach into the project interventions at district level,
4. Conduct regular meetings with all the implementing line departments/partners at district level to assess the pace of implementation, identify bottlenecks, and devise concrete and doable remedial measures to resolve the emerging problems,
5. Attend regular meetings with the World Bank task team on matters relating to sub-projects' implementation, monitoring and other related subjects. Responsible for resolution of all issues arising during the implementation of the sub-projects at district level.
6. Accomplish the goals and targets/objectives of the project described in the approved PC -I within given time frame for the respective district,
7. Supervise and exercise effective & efficient control over the financial and administrative matters of the DIU concerned.
8. Ensure timely submission of all reports on the project implementation with the support of the DIU staff and other line departments,
9. Supervision and guidance of the project staff, and management of all project resources at district level for attaining the project set objectives, and
10. Any other duty /task assigned by the Project Director for effective implementation of the Project.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the EDO, CDD is expected to be flexible enough to adapt to such challenging situations.

Qualification:

Masters degree in Management and Social Sciences or a related discipline from a recognized university.

Experience: At least 12 years of working experience on similar responsible professional position in the development /management sectors preferably in multi-sectoral community based donor funded projects/programs.

Abilities and Skills:

- Strong management skills incl. ability to provide strategic guidance, build strong teams, mentor staff, develop work plans, and manage budgets and project expenditures;
- Ability to handle multiple activities concurrently, work under pressure, and meet tight deadlines;
- Excellent judgment with quick and sound decision making skills.
- Highest standards of personal integrity.
- Excellent team managing and leadership skills
- Demonstrated interpersonal, communication and diplomatic skills.
- Demonstrated written, analytical, presentation, reporting and computing skills,
- Written and oral fluency in Urdu, Pashto and English.
- Khyber Pakhtunkhwa / FATA domicile candidates of public sector meeting the essential Requirements will be given preference.

Salary and benefits; PC-1 salary (lump sum) with 5% per annum increase.

11. Position Title: ~~Position Title: Pre-Audit Officer~~

The Khyber Pakhtunkhwa-Southern Area Development Project (KP-SADP), an initiative of the Govt of Khyber Pakhtunkhwa, with the financial and technical assistance of the Multi Donor Trust Fund (MDTF)/ World Bank. The project aims to support the recovery, rehabilitation and livelihood opportunities of the people from three least developed and crisis hit southern districts of KP i.e. Dera Ismail Khan, Tank and LakkiMarwat. The project executes its mandate through socio-economic development, improved governance and livelihood support interventions, especially for vulnerable and marginalized groups, in line with the objectives of the Post Crises Needs Assessment (PCNA).

The overall objective of the SADP is to support reconstruction and livelihood development aimed at recovering from the impact of the crisis, as well as to support long term rehabilitation and uplift of the target areas.

The Project's strengthens the capacity of the targeted communities and improves their livelihood by providing them opportunities and access to social and productive infrastructure. SADP also extends asset building support to the poorest groups. The project increases self-reliance of its beneficiaries through their capacity building and active involvement in community-based development activities. To achieve its objectives, the project seeks services of a professional who can work closely with the Firm, Line Departments, Communities and other sister organizations to identify viable market-oriented income earning opportunities for the target communities.

The position of Pre-Audit Officer will be responsible to ensure (i) processing of payments in a timely and accurate manner; and (ii) all the requirements of internal control framework and government policies and procedures are met before any payment is made.

Duties and Responsibilities of Pre-Audit Officer

- Verifies and examines the bank payment voucher before it is approved by the Project Director and ensures compliance with the requirements of internal control framework and government policies and procedures for every payment to be processed.
- Ensure that the required supporting evidences are attached with the bank payment vouchers and appropriate audit trail is established for every transaction.
- Confirm that all the proposed payments are within the delegated powers of the concerned authority
- Confirm that all the payments are within the budgetary limits/ceilings as approved in project's PC-1.
- Confirm that all the payments are made in time and classified under correct head of account
- Confirm that all payments are made after pre audit has been conducted
- Ensure that the cheque is issued in the name of intended payee and acknowledgement receipt is obtained from the recipient.
- Facilitate and ensure proper maintenance of all Financial Management record and its timely updation after each transaction,
- Verify and confirm that withholding tax is withheld on each transaction in accordance with applicable government rules and procedures.
- Ensure that the withheld tax is deposited in government treasury in a timely manner.
- Monitors the timely implementation of the management actions recommended in the audit reports (both internal and external)
- Monitors the timely implementation of the agreed actions in donor's ISRs and Aide Memoires.
- Prepare working papers for PAC/DAC meetings and implementation of its decisions.
- Facilitate PMU in preparing accurate, reliable and timely financial reports
- Audit of imprest/petty cash.
- Review of books of accounts of 2nd Generation accounts maintained by DIUs.
- Train and guide the DIUs Accountant and Communities for maintaining adequate Financial Management arrangements in accordance with internal control framework and government rules and procedures.
- Review and evaluate all work papers and determine compliance with internal control framework and government rules and procedures
- Contributes to and participates in process improvements
- Assist Finance Specialist in any other matters as and when required
- Any other tasks assigned by project management.

Reporting Arrangements

Pre-audit officer position will be housed in PMU and will administratively reports to the Project Director and functionally reports to project's Finance Specialist.

Qualification:

CA/ACCA (part qualified), MBA with specialization in Finance or M.Com from a recognized university.

Experience:

At least 5 years relevant experience in public or private sector preferably with the multi sectoral donor funded projects.

Abilities and skills:

- Excellent administration and organizational skills.
- Strong interpersonal skills - able to collaborate with people and work effectively in a team.

- Strong thinking and problem solving skills - able to analyze errors/complex issues and identify appropriate solutions.
- Ability to work under pressure.
- Ability to deal with confidential information.
- Sound understanding and knowledge of government rules and procedures
- Written and oral fluency in Urdu, Pashto and English.
- Khyber Pakhtunkwa domiciled applicants meeting the essential requirements will be given preference.

Salary and Benefits: Salary of Officer rank Rs.75000 per month (lump sum) with 5% per annum increase.

12. **Position Title: Community Development Officer**

This position reports to the EDO, CDD at DIU and Community Development Specialist at PMU.

Background and Rationale for hiring the Community Development Officer

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/world Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Community Development Officer (CDO), on behalf of the DIU shall be the overall responsible for community development assignments at the Village, Union Council and Tehsil levels under the supervision of respective EDO-CDD. The key responsibilities of the CDO shall include, but not limited to, the following:

1. Facilitate and supervise 'Community Development' actions of KP-SADP at district level;
2. Preparation of sector CD plans through CDD approach in consultation with DIU's staff, partners, and government counterparts in line with the World Bank guidelines,
3. Coordinate community engagement interventions assist the EDO-CDD in conducting reviews of the CDD methodology at Village / Union Council and Tehsil levels,
4. Bear responsibility for the preparation of the deliverables of community mobilization, and Economic Interest Groups/Clustered EIGs within the district,
5. Provide technical advice support to the Field Facilitators and EIGs/CEIGs on the Community Development Processes and associated actions,
6. Identify, assess and plan capacity building needs of the CBOs, EIGs, and CEIGs and provide requisite support for building the lacking skills through organization of interactive workshops, Focused Group Discussions (FGDs), refresher courses and other possible means,
7. Ensure that community needs are adequately addressed.
8. Preparation of community engagement strategy in consultation with the district level stakeholders.
9. Any other task assigned by the PD/EDO-CDD for the efficient implementation of the project.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Community Development Officer is expected to be flexible enough to adapt to such challenging situations.

Qualification:

Masters/Bachelor degree in Social Sciences and/or other related discipline from a recognized university.

Experience: At least 3 years experience in social mobilization and community development in public / private sectors preferably with national/international NGOs.

Abilities and skills:

- Working experience with local organizations, NGOs and communities in developing program methodology through the CDD approach.
- Knowledge of training evaluation techniques
- Excellent planning, facilitation and presentation skills
- Cultural awareness and sensitivity
- Ability to research, analyze and present complex information in a clear manner
- Strong interpersonal, team and communication skills
- Knowledge of gender- and conflict-sensitive project planning and monitoring means,

- KP/FATA domiciled candidates meeting the essential requirements will be given preference.

Salary and benefits: PC-1 salary (lump sum) with 5% per annum increase.
This position reports to the EDO, CDD at DIU and M&E Specialist at PMU.

13. Position Title: M&E Officer

14. Position Title: Field Engineer

This position reports to the EDO, CDD at District Implementation Unit (DIU) and Infrastructure and Environmental Specialist at PMU.

Background and rationale for hiring the Field Engineer

The Southern Area Development Project (SADP), an initiative of the Govt. of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Field Engineer, on behalf of the DIU, shall be the overall responsible for all the Infrastructure related interventions of the Project at district level. The key responsibilities of the Field Engineer shall include, but not limited to, the following:

1. Assist the EDO, CDD and other key staff of DIU and line department in the preparation of annual work plans particularly guidance of the Project team on social and productive infrastructure schemes and associated costs;
2. Facilitate the design, and sequential preparation of infrastructure specific projects in association with the relevant stakeholders, community groups and line departments;
3. Ensure timely implementation of the infrastructure sub-projects reflected in the Project's annual work plan and relevant CAPs of the local communities/CBOs through the sound technical and environmental feasibilities and assessments,
4. Ensure active participation of concerned CBOs, EIGs/CEIGs in the implementation of their preferred sub-projects (infrastructure specific) and backstop the concerned community groups, project staff, field facilitators, and technical staff of the partner line departments over the social and environmental mitigation measures of those schemes,
5. Ensure coordination and cooperation amongst various stakeholders during the implementation of infrastructure related schemes for better quality standards and greater ownership at local level,
6. Ensure that the relevant recommendations of the operational manuals are conceptualized and implemented,
7. Establish strong linkages with the line agencies and other donor funded projects working in the district,
8. Provide inputs and material support to M&E and Infrastructure Specialist for devising M&E and communication strategies,
9. Document and share regular update of physical and financial progress of the developmental schemes;
10. Ensure effective integration of Environmental and social safeguards and due diligence as defined in World Bank safeguards policies;
11. Ensure quality work, timely completion, and develop a maintenance schedule for the completed schemes;
12. Maintain data base of the undertaken and prioritized schemes by the community,
13. Any other task assigned by the PD, EDO, CDD and Infrastructure Specialist for the operational efficiency of the project

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Field Engineer is expected to be flexible enough to adapt to such challenging situations.

Qualification:

Bachelor degree in Civil Engineering from recognized a university.

Experience:

Minimum three to four years progressive work experience in public or private sector; preferably with donor funded projects.

Abilities and Skills:

- Sound understanding of issues relating to construction, reconstruction and conflict mitigation including ESMP.
- Ability to interact effectively across social and ethnic boundaries.
- Highest standards of personal integrity.
- Proven ability to work in a collaborative, team environment.
- Written and oral fluency in Urdu, Pashto and English.
- Must be computer literate and well conversant with MS office and engineering related software.
- KP/FATA domiciled applicants meeting the essential requirements will be given preference.

Salary and Benefits: PC-1 salary (lump sum) with 5% per annum increase.

15. Project Title: Facilitator / Social Organizer

This position reports to the EDO, CDD at District Implementation Unit (DIU) and Community Development Specialist at PMU though the district Community Development Officer.

Background and rationale for hiring the Field Facilitator/ Social Organizer

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Facilitator / SO, on behalf of the DIU, shall be the overall responsible for all the social mobilization and facilitation process through the Participatory methods at Village and Union Council level. The key responsibilities of the Facilitator/SO shall include, but not limited to the following:

1. Identify contact persons in villages/UCs and carry out dialogues as well as arrange meetings for the Community Development Specialist and Community Development Officer of PMU and DIU;
2. Mobilize and get willingness and support of the local communities for participating and becoming part of the Project funded interventions,
3. Introduce the project, its objective and CDD approach amongst the local communities with a primary focus on of same on the poorest of the poor and disadvantaged groups,
4. Prepare Village profiles by collecting data on village statistics particularly on their population and its division into well-off/ well to do/ and poor or poorest.
5. Assist and facilitate the local communities in their needs identification and prioritization for the individuals, groups and communities needs at large for poverty alleviation.
6. Design and implement through CBOs/EIGs/CEIGs all social and economic development packages, as a result of the needs identified and feasibility under taken.
7. Establish close contacts with the members of CBOs/EIGs/CEIGs in their weekly/fortnightly meetings. Pass on immediately their problems to respective technical experts and concerned line departments for timely solution.
8. Monitor the activities regularly and report the necessary information and progress to M&E Officer at DIU.
9. Assist the communities in organizing themselves into EIGs, CEIGs and CBOs, etc.
10. Train the office bearers of community groups in record keeping, including agenda preparation, holding meetings and recording financial transactions, like savings, credit and PI expenditure, etc.
11. Facilitate and assist local community groups in raising savings by each member on fixed day/date and time of meetings; consensus development for problem solving, selection of representative for extension training; assess and plan credit requirements for agricultural and other inputs in general body meetings and ensures repayment as a collective entity.
12. Take into confidence local elite's, scholars and local administration before launching the program and during the implementation of the project activities.

13. Attend coordination meetings at the DIU level whenever needed on behalf of the respective EIGs/CEIGs.
14. Establish linkages within the CBOs and with local NGOs, Government departments for different and comprehensive village development activities.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Facilitator/SO is expected to be flexible enough to adapt to such challenging situations.

Qualification:

Bachelor/Masters degree in the relevant discipline from a recognized university.

Experience:

Two to three years progressive work experience in public or private sector; preferably with donor funded projects/NGOs.

Abilities and Skills:

- Ability to interact effectively across social and ethnic boundaries.
 - Highest standards of personal integrity.
 - Proven ability to work in a collaborative, team environment.
 - Written and oral fluency in Urdu, Pashto and English.
 - Must be computer literate.
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- KP/FATA domiciled applicants meeting the essential requirements will be given preference.

Salary and Benefits: PC-1 salary (lump sum) with 5% per annum increase.

16. Position Title: Admin and HR Officer

This position is housed in PMU and reports to the PD, KP-SADP.

Background and rationale for hiring the Admin and HR Officer

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Admin and HR Officer, on behalf of the PMU, shall be the overall responsible for all the admin and HR related functions at PMU level. The key responsibilities of the Admin and HR Officer shall include, but not limited to the following:

1. Provide quality administrative support to the PMU in preparing project documents; entering and retrieving data; formatting and editing reports, maintaining inventory lists, letters and memos prepared by the PD, PMU; log incoming and outgoing mail, file in the electronic filing system; dispatch outgoing letters in a timely manner; interact with government officials as necessary;
2. Assist in monitoring of the project budget, and key milestone dates for tasks,
3. Maintain project and other records in accordance with system in the work unit;
4. Reports on internal or external team meetings results and seminars /workshops; and distributes them to team members and related subject matters,
5. Conduct TNAs and various other workshops for the concerned staff;
6. Support the Admin section in preparing and maintaining an updated record of project inventory and assets.
7. Prepare staff and community training plans and monitor its implementation
8. Serve as the primary contact of the project on Administrative and HR related matters;
9. Prepare and submit periodic reports.
10. Coordination and networking with different institutions,
11. Produce training workshop reports and produce training activity reports, and
12. Any other task assigned by the Project Director for efficient implementation of the project.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Admin and HR Officer is expected to be flexible enough to adapt to such challenging situations.

Qualification:

Masters Degree in Business & Management Sciences with specialization in HR or any other related discipline from a recognized university.

Experience:

Three to four years relevant experience in the public or private sector; preferably with multi-sectoral donor funded project/NGOs.

Abilities and Skills:

- Sound understanding and knowledge of Administration and HR procedures and experience in their application;
- Skill in maintaining coordination with internal and external clients.
- Highest standards of personal integrity with proven ability to work in a collaborative, team environment.
- Written and oral fluency in Urdu and English;
- Excellent IT and report writing skills;
- Ability to interact effectively across social and ethnic boundaries;

- KP/FATA domiciled applicants meeting the essential requirements will be given preference. **Salary and**

Benefits: PC-1 salary (lump sum) with 5% per annum increase.

17. Position Title: MIS Officer

This position is housed in PMU and reports to the PD, KP-SADP.

Background and rationale for hiring the MIS Officer

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/world Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis-hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The MIS Officer, on behalf of the PMU, shall be the overall responsible for managing the Project information system at PMU level. The key responsibilities of the MIS Officer shall include, but not limited to the following:

1. Design MIS for KP-SADP;
2. Implement and maintain the MIS of the project and contribute to the preparation of MIS reports as required;
3. Preparation of monthly/quarterly/half yearly/yearly MIS reports;
4. Organize and conduct training on MIS for project and government line departments' staff;
5. Assist the Project Director and other key staff of MPU and DIUs in the preparation of reports on the findings and lessons learned from project;
6. Provide input and update information related to the Project on websites;
7. Support to prepare Issues Log and Risk Log for the project;
8. Prepare and maintain data base of KP-SADP. Managing Communication related matters of SADP.
9. Prepare strategic communication plan and Communication Strategy in collaboration with the Communication Specialist in line with the KP-SADP strategic vision.
10. Ensuring that elements of MIS strategy are incorporated in the Annual Work Plans.
11. Adjust MIS as required; and evaluate effectiveness of the MIS activities and recommend better approaches,
12. Assisting the PD and other Specialists in devising sector specific MIS outreach strategies.
13. Outline plans that can be developed and implemented swiftly to introduce an effective MIS framework at all levels.
14. Assist and guide the DIUs and other district level stakeholders in establishing sound and effective MIS mechanisms,

15. Preparation and management of training plan of MIS.
16. Interact and liaise with Partners and arrange regular updates, briefing etc in the area of MIS outreach.
17. Any other task assigned by the Project Director.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the MIS Officer is expected to be flexible enough to adapt to such challenging situations.

Qualification:

Master Degree preferably in Computer Science, or other related sciences from a recognized university. **Experience:**

At least three years experience on MIS related programs in public/private sector.

Abilities and Skills:

- Have skill in designing MIS tools;
 - Have significant skills in ICT, especially in the development of MIS software using database software (e.g. Access);
 - Have expertise in analyzing data using statistical software;
 - In-depth knowledge on MIS, M&E and development issues with special focus on Community Driven Developmental projects;
 - Solid understanding of MIS tools and mechanisms and maintaining database.
 - Highest standards of personal integrity.
 - Demonstrated interpersonal, communication and diplomatic skills.
 - Proven ability to work in a collaborative, team environment.
 - Written and oral fluency in Urdu, Pashto and English.
- KP/FATA domiciled candidates meeting the essential requirements will be given preference. **Salary and**

Benefits: PC-1 salary (lump sum) with 5% per annum increase.

This position reports to the EDO, CDD at District Implementation Unit (DIU).

18. Project Title: Sub Engineer (Civil)

Background and Introduction

The Khyber Pakhtunkhwa-Southern Area Development Project (KP-SADP), an initiative of the Govt of Khyber Pakhtunkhwa, with the financial and technical assistance of the Multi Donor Trust Fund (MDTF)/ World Bank. The project aims to support the recovery, rehabilitation and livelihood opportunities of the people from three least developed and crisis hit southern districts of KP i.e. Dera Ismail Khan, Tank and Lakki Marwat. The project executes its mandate through socio-economic development, improved governance and livelihood support interventions, especially for vulnerable and marginalized groups, in line with the objectives of the Post Crises Needs Assessment (PCNA).

The overall objective of the SADP is to support reconstruction and livelihood development aimed at recovering from the impact of the crisis, as well as to support long term rehabilitation and uplift of the target areas.

The Sub Engineer will assist the Field Engineer and Infrastructure Specialist and will also be responsible for the area assigned making sure that proper care is taken in assessments and reconstructions.

The **key responsibilities** of the Sub Engineer shall include, but not limited to, the following:

1. To be based at the District Implementation Units and would report to the Field Engineer/Infrastructure Specialist.
2. To assist the Field Engineer/Infrastructure Specialist in Identification and selection of schemes at the DIU level
3. To prepare the feasibilities, designs and the detailed cost estimates of the schemes to be executed by the communities.
4. To be directly responsible for technical assistance and supervision of infrastructure schemes to be executed by the communities.
5. To be responsible for measurements and billing of works executed by communities.
6. To regularly monitor and report the physical progress of the Schemes being implemented under the sector.

7. To closely coordinate with the communities and the relevant Line Departments in matters related to the implementation of the schemes under the sector.
8. To conduct the field surveys of the proposed schemes and would prepare the necessary drawings, X-sections, L-Sections etc. required for the Project Documentation.
9. To frequently visit the field along with Field Engineer and would provide the required technical assistance in the implementation of works.
10. To assist the Field Engineer in assuring quality of all aspects of reconstruction and repair civil works carried out by the communities.
11. To prepare and send daily, weekly and monthly technical reports to supervisor.
12. To provide the necessary assistance to the Line Departments where required.
13. To be responsible to implement the O&M program of the schemes that are to be handed over to the communities.
14. Perform any function assigned by Field Engineer/Infrastructure Specialist.

Qualification:

- Should have a B.Tec/Diploma in Civil Engineering from a recognized Board of Technical Education.
- Should have a minimum of 5 years relevant practical experience in implementation of Rural Infrastructure Development Project. Experience with Multi-Sectoral Projects would be preferred.
- Should be able to conduct the field surveys for various engineering activities.
- Should have command over estimation of quantities and costs for various engineering works.
- Should be computer literate (MS Office, Autocad and other Engineering related soft wares).

Salary and Benefits: Work Plan/PC-1 salary (Rs.45,000) with 5% per annum increase.

19. Project Title: Accountant

Background and Rationale for hiring the Accountant

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Accountant, on behalf of the DIU, shall be the overall responsible for all the accounts related record keeping and operations. The key responsibilities of the Accountant shall include, but not limited to, the following:

1. Manage and keep updated the Project Financial record at DIU level under the overall supervision of EDO, CDD.
2. Keep District Designated Account of DIU in line with the Project Financial Management Manual.
3. Preparation of Project annual budget for the district, in consultation with other DIU's staff, under the overall guidance of EDO-CDD.
4. Prepare periodic financial reports on the format agreed with the World Bank and submit to the Finance Specialist at PMU.
5. Reconcile periodically the accounts of the DIU with Finance Specialist at PMU.
6. Perform monthly bank reconciliation and submit it to the EDO-CDD & PMU for perusal/approval.
7. Submit details of payments from Designated Account to the PMU on regular basis.
8. Prepare annual financial statements of the DIU.
9. Liaison with auditors for annual audit of the DIU, reply the observations of auditors and ensure that audited financial statements are submitted to the PMU and other stakeholders within stipulated time.
10. Review the financial management arrangement and periodic financial reports of the CBOs, EIGs and CEIGs and furnishing compiled SOEs to the PMU.
11. Ensure that expenditure are timely recorded and reflected in the DIU accounts statements.
12. Provide advice to, CBOs, EIGs/CEIGs and line departments for maintaining accounts and other financial management records as per Project Financial Manual and relevant Bank rules.
13. Review all payment vouchers before payment is made to ensure that payment is justified and is according to the approved policies and manuals.
14. Ensure that all accounting record including vouchers, ledgers and cash books are up to date and maintained

properly.

15. Ensure that accounting system of the project is adequately implemented and used to ensure compliance with approved accounting policies/procedures.
16. Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
17. Maintaining an updated record of project inventory and assets.
18. Serve as the primary contact of the DIU on financial management matters in dealing with all the stakeholders and any other agency.
19. Prepare and submit periodic financial management reports.
20. Any other task assigned by the EDO-CDD for the efficient execution of the Project at district level.

Working Arrangements:

Since the project activities may undergo frequent changes in view of the dynamic environment of the project and realities on ground; therefore, the Accountant is expected to be flexible enough to adapt to such challenging situations.

Qualification:

Masters/Bachelor Degree in Business Administration or any other accounts related disciplines from a recognized university.

Experience:

At least 3 -5 years relevant experience in the public or private sector preferably with multi -sectoral donor funded projects.

Abilities and Skills:

- Sound understanding and knowledge of Finance mles, procedures and experience intheir application.
- Highest standards of personal integrity with proven ability to work in a collaborative, team environment.
- Demonstrated interpersonal and presentation skills.
- Written and oral fluency in Pashto, Urdu and English.
- Excellent IT and report writing skills and command over MS Excel.
- MS degree in any of the above disciplines and Prior experience with the World Bank Financial Management will be preferred.
- KP/FATA domicile applicants meeting the essential requirements will be given preference.

Salary and Benefits: PC-1 salary (lump sum) with 5% per annum increase.

20. Position Title: Office Assistant

This position reports to the PD at PMU and respective EDO, CDD at DIU level.

Background and Rationale for hiring the Office Assistant

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The Office Assistant, on behalf of PMU and relevant DIU, shall be responsible for the selected office related secretarial tasks. The key responsibilities of the Office Assistant shall include, but not limited to, the following:

1. Providing secretarial support to the Project team; PMU or respective DIU;
2. Assist in day-to-day activities related to project administration such as recruitment, procurement and reporting,
3. Assist in editing and finalizing project reports and correspondence,
4. Assist in arranging meetings and workshops including preparation of proceedings/minutes
5. Keep contract files,
6. Assist in preparation of work plans and budgets,

7. Assist in inviting quotations and making comparison statements for various office required procurements
8. Oversee collection, analysis and presentation of background information for preparation of progress reports, work plans, presentations and project implementation reports,
9. Ensure proper filing and easy tracking of project documents,
10. Receipt and distribution of all incoming mail and dispatching of outgoing mail,
11. Maintaining filing system of the project
12. Undertake routine tasks like photocopying, printing, and making travel arrangements;
13. Ensure coordination and cooperation between the various stakeholders, at the PMU or district level;
14. Any other task assigned by the Project Director for efficient implementation of the project.

Working Arrangements:

It is recognized that activities may undergo frequent changes in view of the Project dynamic environment and implementation operational realities. The Office Assistant is therefore expected to adapt to the challenging requirements.

Qualification and Experience:

- Minimum BA/BSc in Management or Business Administration with broad experience in project management activities preferably with donor funded projects.
- Fluent in English (spoken and written) and Urdu.
- Solid understanding of the administrative issues;
- Highest standards of personal integrity.
- Understanding of issues in the field of administration
- Proven ability to work in a collaborative, team environment.
- Written and oral fluency in Urdu, Pashto and English.
- At least 3-4 years progressive experience in the relevant field;
- IT, computer and report writing skills
- KP/FATA domicile candidates/ applicants meeting the essential requirements will be given preference.

Salary and Benefits: PC-1 salary (lump sum) with 5% per annum increase.

21. Position Title: Computer Operator

This position reports to the PD at PMU and respective EDO, CDD at DIU level.

Background and Rationale for hiring the Office Assistant

The Southern Area Development Project (SADP), an initiative of the Govt, of Khyber Pakhtunkhwa (KP), with the financial assistance of Multi Donors Trust Fund (MTDF)/World Bank, aims to support the recovery and rehabilitation needs of the people of the three least developed and crisis hit Southern districts of KP (i.e. Dera Ismail Khan, Tank and Lakki Marwat) through the socio-economic development, improved governance, and livelihood support interventions (especially for vulnerable and marginalized groups) in line with the objectives of the PCNA.

The key responsibilities of the Computer Operator shall include, but not limited to, the following:

1. Provide day-to-day secretarial and letters/documents' typing support to the Project teams; PMU or respective DIU;
2. Assist in typing and finalizing project reports and correspondence,
3. Draft the meetings/workshops' agenda including preparation of proceedings/minutes
4. Assist in developing and maintaining the contract files,
5. Assist in the preparation of work plans and budgets,
6. Assist in developing quotations/comparative statements for various office required procurements
7. Oversee collection and presentation of background information for the preparation of progress reports, work plans, and project implementation reports,
8. Ensure proper filing and easy tracking of project documents,
9. Assist in establishing the filing system of the project, and
10. Any other task assigned by the Project Director for efficient implementation of the project.

Working Arrangements:

It is recognized that activities may undergo frequent changes in view of the Project dynamic environment and

implementation operational realities. The Computer Operator is, therefore, expected to adapt to the challenging requirements.

Qualification and Experience:

- Minimum BCS degree with good experience in computer related packages/programming.
- Highest standards of personal integrity.
- Proven ability to work in a collaborative, team environment.
- Written and oral fluency in Urdu, Pashto and English.
- 3-4 years progressive experience in the relevant field.
- IT, computer and report writing skills.
- KP/FATA domicile candidates/ applicants meeting the essential requirements will be given preference.

Salary and Benefits: PC-1 salary (lump sum) with 5% per annum increase.