

Job Description

Programme Coordinator

Program Coordinator will carry out the following responsibilities:

1. Facilitate PMs to prepare annual plan and program of districts falling under his/her cluster (area),
2. Oversee, facilitate and provide technical backstopping to PM's
3. Liaison with DDCs and other development partners working across the cluster
4. Monitor, supervise and provide necessary feedback to the concerned PMs of his/her cluster
5. Carry out periodic monitoring of POs and COs and sub-projects including IG and INFRA on sample basis, exclusively, for input, output and outcomes monitoring
6. Succeed field visits and report to PAF management, particularly to Program Division Chief
7. Perform periodic review of annual plan and program in the cluster in consultation with the PMs of that area and provide them with necessary suggestions and feedback, and report it to the Program Division
8. Communicate, share and disseminate PAF working modality, process and approach to DDCs and other development agencies working within the cluster
9. Act as a catalyst in planning and information flow and facilitate to establish linkages and coordination with government bodies and other stakeholders
10. Explore possible linkage and coordination with government line agencies, financial institutions, development partners as well as public private partners for resource pooling within the districts of cluster.
11. Explore the areas of action research and carry out such researches
12. Carry out case studies and other sectoral studies
13. Monitor Program Activities in districts
14. Ensure documentation of lessons learned and support in publication
15. Compile trimester-wise progress reports of all districts of his/her cluster and furnish to PAF management
16. Ensure regular reporting to Program Division Chief
17. Maintain and make available relevant information of the cluster to the Program coordination division, Executive Director and DED as and when required
18. Help PMs for organizing district level orientation, workshop, seminar and trainings
19. Work as a bridge between center and the district in PAF activities
20. Provide logistic support to the district as per required
21. Work under the Program coordination division of the Fund under the supervision of division chief before the establishment of separate regional chiefs
22. Perform other tasks as assigned by Program coordination division and PAF management