

# **Job Description**

## **Portfolio Manager**

Portfolio Managers will carry out the following responsibilities in the concerned districts:

1. Ensure contractual obligation of POs, SAs, COs, Environmental Agency, Monitoring Agency, HRD Agency etc
2. Keep, maintain and provide all relevant field information pertaining to management of PAF supported programs through partners and make it available to Executive staff for decisions
3. Advice, supervise and negotiate with COs and POs criteria, program support, resources including human, performance and process monitoring and completion of programs report
4. Assist to identify SA to undertake technical and financial auditing of projects
5. Ensure POs and COs are furnishing appropriate information in line with M&E and MIS requirements and update MIS as required
6. Liaise with local government bodies and other agencies working in the districts or communities to facilitate support for PAF projects
7. Ensure that request for payments are made in time by POs & COs, verify and recommend payments
8. Facilitate PO and Scheme selection process and assist process leaders
9. Assess proposals, field appraisal and monitor the sub projects
10. Supervise SAs for appraisal, monitoring, training and auditing
11. Prepare field progress report and compliance monitoring process, monitoring reports and sub scheme completion reports, trimester/ annual district reports
12. Co-ordinate and prepare district best practices/ cases and maintain good media relations at the local level
13. Assist in orientation and training of POs and COs
14. Assist in Evaluation of POs and COs performance and Evaluation of program
15. Undertake field visits with the approval of Program Coordination Division
16. Prepare and submit the annual plan of action at the very beginning of the fiscal year (within one month or Shrawan) in the program coordination and communication division and implement after the approval of the division
17. Prepare a district vision planning for the next 3 years and Report the progress periodically to the Program Coordinator
18. Other related tasks as assigned by PAF management