



Job Profile

Title	Senior Manager – Operations
Nature of Vacancy	Permanent - Full-time
Reporting to	Director
Positions reporting to you	All Operational Staff
Organizational Area	Operations
Location (city)	Karachi
Travel within Pakistan may be required periodically	

Job Summary:

NOWPDP, is a non-governmental organization which works to promote an inclusive society through holistic and sustainable endeavors in the areas of education and economic empowerment.

NOWPDP is seeking an individual to manage the operational functioning of the organization.

The Senior Manager will be responsible for the operational management and planning of NOWPDP, including administration, IT, finance, external engagement, community outreach and HR. The individual will develop the strategic roadmap for internal operations, to increase organizational efficiency and ensure scalability of operations across Pakistan in accordance with NOWPDP's mandate.

The incumbent shall report directly to the Director, ensuring planning, design, progress, implementation and impact of all aspects of the operations department, identifying operational and strategic issues and overseeing their resolution by ensuring appropriate action is undertaken by managers. The Senior Manager will also, work very closely with the Senior Manager – Programs at NOWPDP to ensure a smooth flow between programmatic and operational functions. The incumbent will be required to overlook other aspects of the departments/organization, if and when required.

Job Responsibilities:

Leadership and Management

- Recruit, lead and manage NOWPDP's operations department to achieve the organization's objectives and vision
- Lead and manage managers to design, implement and evaluate innovative projects aligned with NOWPDP's mission and objectives.

Program Development

- Design program and projects that contribute to the achievement of NOWPDP's mission and objectives in collaboration with Senior Manager – Programs

Governance

- Board Management
 - Engage and mobilize members of the Executive Committee of NOWPDP
 - Preparation for and delivery of quarterly Executive Committee meetings
 - Certifications
 - Ensure the acquisition of appropriate certifications for NOWPDP

 www.nowpdp.org  NOWPDP  NOWPDP  info@nowpdp.org

 NOWPDP House, Bungalow No.83/1 N I Line Saghir Hussain Shaheed Road, Saddar, Karachi 74400  021-32294527-28

Approved under clause (c) of sub section (36) of section 2 of the Income Tax Ordinance, 2001

NOWPDP is certified by the Pakistan Centre for Philanthropy (PCP),
and is also a member of the Provincial Council for Rehabilitation of Disabled Persons (PCRDP), Government of Sindh.
NOWPDP is also accredited for the Conference of State Parties to the UN Convention of Rights of Persons with Disabilities (CRPD).



External Engagement

Oversee the planning, development and delivery of NOWPDP external engagements, including communications; external relations; fundraising and the resource center

- Communications
 - Engage with relevant external stakeholders to further NOWPDP's mission and objectives, including:
 - INGOs, NGOs, DPOs
 - Private sector companies
 - Institutional donors
 - Government institutions
 - Financial and in-kind supporter
 - Media
- Resource Center
 - Support the NOWPDP Resource Center as a repository of data, publications and tools for disability awareness
- Fundraising
 - Oversee the organizational fundraising strategy.
 - Engage and mobilize stakeholders to execute the fundraising strategy, including:
 - NOWPDP staff members and alumni
 - NOWPDP Executive Committee members
 - Corporate donors
 - Institutional donors
 - Government institutions
 - Financial and in-kind supporters
 - Online donors

Administration

Build and maintain systems that support the work of NOWPDP, including finance, procurement, IT and reporting.

- Finance
 - Oversee the financial practices of the organization as per designated policies
 - Facilitate organizational financial planning, including annual budgets to be approved by the Executive Committee.
 - Oversee financial planning and budgeting of all programs
- Reporting
 - Oversee designing and implementation of systems to ensure the timely reporting of program impact and financials.
 - Periodic reporting to NOWPDP stakeholders, including the Executive Committee and supporters.

Human Resources

- Oversee the designing and implementation of all HR policies
- Strategize HR planning, including recruitment, learning and development, and compensation & benefits
- Ensure objective evaluation of NOWPDP staff – at least twice a year

Compliance

- The incumbent will build out strategies for HR and Finance department to ensure compliance standards for institutional funding and registrations

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Community Outreach

- Ensure accurate implementation of a comprehensive and innovative community outreach plan, including a development plan for scalability of the department
- Ensure effective relationships with representatives of the community and social and civic organizations are being established and maintained
- Ensure SOPs are being followed
- Ensure preparation of internal reports as per organizational needs
- Overlook monitoring and evaluation to analyze gaps between community outreach efforts and available candidates for training and employment opportunities

Perform/manage any other duties that fall under the scope of Senior Manager

NOTE: Job Responsibilities may change on the discretion of the director/direct supervisor, in which case this job description will be revised.

Required Skills and Qualifications:

Qualification and Experience:

- Masters degree with a major in Social Sciences/ or Management (preferred).
- 6-8 years of work experience in social development sector preferred
- Knowledge of disability issues.
- Experience in monitoring & evaluation and field research preferred.

Skills:

- Excellent management skills
- Excellent communication, writing and interpersonal skills.
- Proficiency in MS Office
- Ability to multitask and work under stress to meet deadlines.
- Fluency in Urdu and English.
- Strong research and analytical skills
- Knowledge of statistical/data analysis software (like SPSS, Stata).

NOWPDP is an equal opportunity employer and encourages persons with all disabilities, women and members of minority groups to apply for the position. The final candidate will be selected on a merit basis.

Please send CVs to jobs@nowpdp.org with job title in subject line.

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