



Job Profile

Title	Program Manager- Yaqeen
Nature of Vacancy	Permanent - Full-time
Reporting to	Senior Manager – Programs
Positions reporting to you	Senior Associate(s), Associate(s)
Organizational Area	Programs
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 program 'Yaqeen.' The program aims to increase economic empowerment of persons with disabilities by promoting equal opportunity employment. Economic empowerment involves the preparation of persons with disabilities and institutions for mainstream employment and self-employment opportunity.

The incumbent will be required to overlook all aspects of the program as detailed below.

Job Responsibilities:

Program leadership

- Develop strategies for achieving program aims
- Plan pragmatic tasks/goals (setting SMART goals and targets for implementation)
- Track progress against plans
- Lead and manage program/program team and be responsible for directing, coordination (both internal & external), resource utilization and mobilization, reporting and all activities
- Work with management, program teams, external engagements and operations to develop and meet programmatic plans
- Carry out research and implement it effectively for the growth of the program
- Be adaptable to the needs to the program and work accordingly
- Ensure sustainability and scalability of the program
- Seek and apply for institutional funding to meet programmatic needs, impact and scale targets

Talent management

- In conjunction with NOWPDP management, carry out performance appraisals of team
- Be responsible for the personal/professional growth and development of program team
- Identify learning opportunities for program team
- Be responsible and answerable for the effective delivery of targets by the program team
- Interview/identify program team members if and when required

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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).



Module/Procedure Development (for training and policy: research and implementation)

- Research & development for inclusion at workplace and for self-employment of persons with disabilities
- Assess the need for training and identify gaps, offer recommendations and plan accordingly at client institutions, and/or with beneficiaries.
- Identify and liaise with internal and external partners to develop training, research or any other session content
- Oversee and carry out trainings at partner & client organizations, and where needed
- Oversee management and co-ordination of regular training workshops with team and program consultant(s), as and when required
- Identify, recruit and train program trainers, researchers, implementation partners etc.
- Identify workshop locations, timeline and manage effective training, research or other session delivery

Organization/ Resource Mobilisation

- Design and implement an engagement strategy with client/donor/partner organizations to establish support for the program
- Deliver on targets in a timely fashion and comply with requirements set out with the client/donor/partner, while ensuring disability inclusion and empowerment
- Maintain client/donor/partner relationships effectively along with identifying channels for programmatic growth and wider/more effective impact

External Engagement

In conjunction with the external engagement team:

- Engage with member organisations to benefit programmatic plans
- Form partnerships and liaise with organisations (donor, government, civil society organisations, and networks) to achieve program aims
- Work with clients to effectively execute on the committed tasks of projects
- Represent NOWPDP and the program at external events and forums
- Manage program's media presence, visibility and communications
- Keep up to date with research, trends and approaches related to programmatic areas and implement effective and approved well researched ideas/plans
- Ensure funding for effective interventions from the corporate organizations and crowds

Financial Management

In conjunction with the finance team:

- Oversee and manage overall program budget
- Reporting to donor organization on program updates and utilization of funds
- Implementation of financial controls where necessary

Reporting

In conjunction with the measurement, learning and evaluation team:

- Be responsible for internal reporting and presenting/reporting data externally
- Develop and manage tools and systems for all activities of the program
- Ensure documents and data are collected and research is carried out and documented effectively for utilization of information as learnings, case studies, project completion and monitoring and evaluation etc.

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Perform all other duties that fall under the scope and responsibility of a Senior Associate/ Program Manager. This includes all other tasks assigned by the Senior Manager – Programs.

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 Management/Social Sciences (preferred)
- 4+ years of work experience in social development sector (preferred)
- Knowledge of recruitment and disability issues (preferred)
- Experience in monitoring & evaluation and research (preferred)
- Experience in managing teams

Skills:

- Excellent management skills
- Training experience and 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, preferred (like SPSS, Stata)

NOWPDP is an equal opportunity employer and encourages people 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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