

<b>Job Title</b>	Programme Officer, Pakistan
<b>Reporting to</b>	Head of Programmes, Livelihoods
<b>Hours of Work</b>	Full Time
<b>Line Management responsibility</b>	No
<b>Location</b>	Karachi, Pakistan

## Key accountabilities

### Job purpose

This job contributes to the British Asian Trust's success by supporting strong project management in its Livelihoods portfolio. The Programme Officer will be responsible for coordination with implementing partners, implementing project monitoring and evaluation, supporting communications and events for the British Asian Trust and working with the Pakistan team to identify new opportunities and design impactful projects based on learning.

### Coordination with Implementing Partners

- Support in conducting due diligence of new partners, and where required help new partners improve their systems and processes to achieve higher standards of project delivery.
- Establish a strong relationship with implementing partners that is based on common purpose, mutual respect, and trust.
- Ensure strong lines of communication with partners keeping them well informed on all project related matters in a timely manner.
- Implement adaptive management mechanisms to ensure feedback from our partners leads to the ongoing improvement of our programmes

### Project Monitoring

- Work with Programme leads to develop a project monitoring strategy that provides regular support to partners during implementation, ensures timeliness of project implementation and verification of project results.
- Conduct regular site visits of all project sites based upon a pre-agreed visit schedule. Ensure strong monitoring of projects during visit and according to a pre-agreed monitoring checklist.
- Ensure safeguarding measures are in place in all projects and monitor and report any safeguarding incidences that may occur. Where necessary build capacity of project partners to ensure strong safeguarding.
- Enable better data collection, verification and analysis at a project and programme level. Where necessary support in the development of data collection tools.
- Take a lead in maintaining project related records and ensuring data is available to team members as required.
- Share learning and insights from the data across the team to help make strategic decisions about the projects and programmes
- Engage with implementing partners and review their MEL procedures and provide supportive supervision
- Develop tools and systems to gather, analyze and disseminate project information and ensure compliance with reporting and data quality of donors.
- Strengthen organizational capacity in MEL methods and techniques
- Support Programme leads with producing high quality reports and writing copy on the impact of programmes for donors and the organisation
- Regularly review project workplans, budgets, tracking sheets, programme logframes and data sheets
- Quarterly KPI reporting to UK programme team

- Provide routine and prompt progress update on key indicators

**Project Learning and Reporting**

- Collaborate with Programme leads and UK Communications team to ensure we are communicating our impact effectively to our key audiences, and that we are producing compelling stories and narratives.
- Help collect high quality communications collateral to enable better sharing of our work and its impact with donors, other stakeholders and the general public.

**Person specification and job-related knowledge, skills and experience**

- Experience in roles focused on monitoring, outreach, programme design or project management of donor funded projects, experience in the livelihoods sector would be an advantage
- Ability to travel in-country regularly and independently
- Strong analytical skills, underpinned with sound judgement under pressure, and the ability to identify solutions to address project delivery risks and issues
- Experience with program finances and tracking
- Excellent numeracy skills and confident with data collection, analysis and data management
- Advanced computer literacy, experience of Salesforce would be an advantage
- Self-motivated, proactive and driven individual who can work both independently and autonomously, but also as part of a team
- Ability to build and manage strong working relationships with people across local and international teams
- Highly organised with the ability to plan, prioritise and manage deadlines

**Closing date for applications is : 30<sup>th</sup> April 2026**