

<b>Job Title</b>	Program Officer, Pakistan
<b>Reporting to</b>	Senior Programme Manager, Mental Health
<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 Mental Health portfolio. The Project 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 the Senior Programme Manager and BAT Programme team 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.
- Ensure that Salesforce (data collection software) is used at its full potential and that partners have access to support and training when needed. 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 M&E 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 M&E methods and techniques
- Support Managers 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 working closely with the M&E Team

### **Project Learning and Reporting**

- Collaborate with Programme Managers and Pakistan and UK Communications team to ensure we effectively communicate our impact to our key audiences, and that continuous production of compelling stories and narratives.
- Help collect high quality communications collateral including photos, videos, vox pops, case studies to enable better sharing of our work and its impact with donors, other stakeholders and the general public.
- Work with Programme Managers to develop a communications and engagement strategy for each project in Pakistan. Ensure the implementation of the strategy and make sure it meets the requirements of the donor in a timely manner.
  - Support in the planning, design and coordination of mental health programme events.
  - Analyse and report data from studies, disseminate information when required
  - Liaising regularly with the Pakistan Mental Health Coalition (PMHC)

### **Resource Mobilisation**

- Work with the Pakistan team and Fundraising teams to support in the design of new programmes based on learning and best practices emerging from project implementation
- Support in identification of new implementing partners where required.

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

- Minimum 2- 3 years' experience in the sector, in roles focused on monitoring, outreach, programme design or project management and related public health role
- Ability to travel in-country regularly and independently
- Strong data 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)
- Proficiency in a local languages especially from Sindh and Punjab provinces
- Self-motivated, proactive and driven individual who is able to 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
- Passionate about working on international health and development with a focus on mental health issues

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