**Terms of References**

**Center for Communication Programs Pakistan**

Position: Program Manager

Duration: 18 months

Reports to: Executive Director

Thematic Area: Reproductive Health

Geographic Focus: Karachi

Base Station: Islamabad

Travel: In-country, Yes

**Background:**

Center for Communication Programs Pakistan excels in the fields of social and behavior change communication, advocacy and community mobilization and works to address social and cultural issues while adopting multi-channel holistic approaches to adequately address diversities. We focuses on the creation of tailor-made interventions that range from using interpersonal, group and community-based channels of communication to strategically employing traditional, modern and mainstream media vehicles to reach a large and diverse group of people.

Center requires services of a competent individual in the area of strategic communication for an expected project of 18 months duration.

**Key Responsibilities, Duties and Tasks**

The Position is expected to:

* Lead design and implementation of program activities pertaining to strategic communication.
* Team-management, capacity building, orientation and mentoring of staff on development, coordination and implementation of project interventions.
* Ensure strong coordination with projects staff, support departments and partner organizations.
* Develop project strategy based on Scope of Work and in consultation with partner organizations
* In consultation with the Executive Director and Program Management Team, develop new/relevant concept notes and their implementation
* Provide timely updates to line Managers on the ongoing project/initiatives for informed and effective decision-making.
* Ensure technical support and management oversight in preparation of key documents (for example, detailed implementation plans, log-frames, M&E plans, monthly and quarterly reports)
* Liaise and coordinate with govt. and other key stakeholders to build rapport, working relationship, and information exchange in order to mobilize their support and collaborative actions.
* Actively contribute to decision-making process within CCPP by way of exchanging information, collecting data and info from other stakeholders and ensuring that all appropriate channels of communications are feeding into the process.
* Ensure capacity-building of project teams, IPs, government line departments, communities, and other stakeholders on CoH and Celebrating Families approach
* Develop monitoring plan in close collaboration with the Executive Director, CCPP and ensuring adherence to implementation plans, high quality project management and timely implementation
* Ensure timely and efficient budget management, timely & appropriate submission of project expenses as well as facilitation to project audits

**Knowledge, Experience and Skills**:

* Master Degree in social sciences especially development studies, anthropology, sociology, social work, or other related social sciences subjects
* At least 5 to 7 years of progress experience in a related field, preferably in the area of strategic communication
* Through understanding of sexual and reproductive health rights and family planning issues, especially in the context urban population
* Good collaborator, networker and negotiator
* Have practically worked with diverse community
* Proven leadership qualities
* Competent in the training language for workshops
* Good communicators/ facilitators.
* Able to work in a team and attentive listeners
* Excellence in project management and analytical skills