**Terms of References**

**Center for Communication Programs Pakistan**

Position: Program Officer

Duration: 18 months

Reports to: Program Manager

Thematic Area: Reproductive Health

Geographic Focus: Karachi

Base Station: Islamabad

Travel: In-country, Yes

1. **Background, Objectives and Tasks to be performed:**

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.

**2. Specific Scope of Work:**

The Position is expected to:

* Assist in design and implementation of program activities pertaining to strategic communication.
* Coordinate and facilitate communications between partners as well as among the team members.
* Ensure submission of timely progress reports to Program Manager and Donors.
* Coordinate the process of documentation of the various activities planned under the project.
* Develop work plans and budgets for the implementation of the projects and coordinate their implementation, monitoring, reporting and evaluation.
* Work collaboratively with other team members to ensure necessary program planning, development, and implementation of activities to function smoothly and efficiently.
* Contribute to documenting, preparing reports, presentations, and briefs of project for Program Manager.
* Provide administrative and coordination support to components activities.
* Other tasks as assigned by the Program Manager or Executive Direct

**Knowledge, Experience and Skills**:

* Master Degree in social sciences especially development studies, anthropology, sociology, social work, or other related social sciences subjects
* At least 3 to 5 years of progress experience in a related field, preferably in the area of strategic communication
* 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