



Job Posting – “ASSISTANT SUPERVISORS (Male / Female)
Closing date: April 27th, 2014
Organization: Right To Play (Pakistan)
Work Location: Ghotki (Sindh)
Compensation: Commensurate with experience
Employment Start Date: As soon as possible
Contract Duration: 11.5 months

BACKGROUND:

Right To Play is a global organization that uses the transformative power of play to educate and empower children facing adversity. Through playing sports and games, Right To Play helps children in more than 20 countries to build essential life skills and better futures, while driving lasting social change. Founded in 2000 by four-time Olympic gold medalist and social entrepreneur Johann Olav Koss, Right To Play is headquartered in Toronto, Canada.

In Pakistan, Right To Play is working with over 160,000 children on regular basis in 12 districts in KPK and Sindh and will likely to expand to other districts.

I. JOB SUMMARY:

Under direct supervision of the Project Coordinator, Assistant Supervisors shall be responsible to assist in planning and implementation of sport and play activities, training and community mobilization in schools/community.

LINE OF CONTACT WITH CHILDREN AND YOUNG PEOPLE

Requires post holder to have contact with children or young people frequently. The incumbent will be subject to Right To Play’s Child Protection Policy.

II. RESPONSIBILITIES AND TASKS:

Job Responsibility # 1: PROJECT MANAGEMENT ASSISTANCE & COMMUNITY MOBILIZATION

Work under the supervision and guidance of Project Coordinator to:

- Work with partners to develop weekly, monthly and annual activity schedules for children and youth (including special events) in the assigned community
- Develop monthly and annual training schedules for Coaches/Leaders in the assigned community
- Ensure that activities are inclusive and reflect Right To Play values
- Encourage and support coach-led and community led initiatives
- Identify community needs and ensure that plans for Right To Play activities and training are aligned.

- Conduct an assessment of the number of teachers, coaches, trainers that could apply Right To Play Modules after having appropriate training, as well to the number of beneficiaries
 - In collaboration with the Project Coordinator, submit monthly financial reports
 - Support the Project Coordinator to ensure: implementation of Memorandum of Understanding and agreements with local representation of Government, UN Agencies and Partner Organizations.
 - Support the Project Coordinator to ensure partners are in compliance with Code of Conduct and Child Protection Policy
 - Support the Project Coordinator to ensure accurate and transparent reporting that highlights follow up and action to the District Coordinator.
 - Support the Project Coordinator to ensure accurate collection and timely submission of quantitative monitoring information according to Right To Play monitoring tools to the Project Manager or any one s/he assign.
 - Provide updates of lessons learned and best practices to Project Coordinator and report on progress and challenges as they arise.
 - Share all project related activities and information of stakeholders with the Project Coordinator.
 - Provide a weekly project brief to the Project Coordinator.
- % of Time: 35 %**

Job Responsibility # 2: TRAINING

Work under the supervision and guidance of Project Coordinator and the support of the Training Officer to build individual and organizational capacity through coach training to utilize sport and play as tools to achieve child development, an individual and community capacity goals:

- Assist in developing appropriate training curriculum and supporting resources
 - Deliver workshop in RTP program modules for organizational partners/ beneficiaries
 - Support the Project Coordinator to assess ongoing training needs, lead evaluation and provide support to local coaches.
- % of Time: 20%**

Job Responsibility # 3: ACTIVITY IMPLEMENTATION

Work under the supervision and guidance of Project Coordinator and the support of the Training Officer to facilitate regular sport and play activities in Right To Play modules, Red Ball Child Play Youth as a Leader, Early Childhood Program, and Sport-Specific and other modules to be developed.

- Delivering training to staff and volunteers of partner organizations (School Teachers, Trainers and Trainers of public and private schools and other I/NGOs and CBOs) on standard of Right To Play Modules.
 - Encourage and support local coach led initiatives
 - Work with trained coaches to develop activity schedule
 - Coordinate with partners to monitor activities of trained coaches and trainers
 - Conduct and organize special event activities, play day and sport tournaments and delegations
 - Conduct regular field visits concerning program implementation
 - Identify active youth for Youth As Leader (YAL), Coordinate for Capacity building and continue to work with them for effective programming of the project.
- % of Time: 25%**

Job Responsibility # 4: PARTNERSHIPS

Work under the supervision and guidance of Project Coordinator to establish and maintain partnerships through regular consultations with local partners, stakeholders and key beneficiaries in the implementation of Right To Play programming:

- Represent Right To Play in partner and coordination meetings in the project location
 - Attend regular meetings as necessary with partners
- % of Time: 10%**

Job Responsibility # 5: MONITORING AND EVALUATION

Work under the supervision of Project Coordinator to:

- Participate and support the implementation of the Participatory Monitoring System
 - Monitor the implementation of local resources and training.
 - Monitor the Progress toward the reach of planned outcomes.
 - Assist M&E Officer in conducting baseline assessments for new projects and as required during project expansion.
- % of Time: 10 %**

III. QUALIFICATIONS**A) EDUCATION/ TRAINING/ CERTIFICATE**

Required: University degree preferably in Social Work or other relevant field.

B) EXPERIENCE AND CORE COMPETENCIES**Required:**

- 2-3 years relevant experience in working with partner organizations, with I/NGOs
- Good training and facilitation skills; Background in adult education is preferred
- Participation in sport and play;
- Experience in organized or recreational activities for children
- Personal sport and activity background with coaching experience.
- Proven experience in Result based project management; including research and strategy, planning, and financial management
- Proven experience in training and motivating staff;

Desired:

- Proven experience in training and motivating staff
- Previous experience in social work.

C) COMPETENCIES/PERSONAL ATTRIBUTES

- A solid team player
- Ability to work effectively under pressure.
- Ability to Multiple tasks.
- Sense of humor and positive attitude.

- Adaptable to all given situations.
- Demonstrated professionalism and diplomacy.
- Willingness to travel within the country.
- Belief in the concept of Sport for Development.
- Committed to Right To Play mission and core values.

D) KNOWLEDGE AND TECHNICAL SKILLS

Required:

- Fluency in Urdu, English & Local Languages.
- Written and verbal communication skills, and confidence using these in a cross cultural environment
- Effective reporting writing and analytical skills
- Computer literacy in Word, Excel and PowerPoint

HOW TO APPLY

If you are interested in applying for these positions, please send your resume and cover letter to: pakistanapplications@righttoplay.com and kindly include job title with desired work location in the subject line. Please also indicate your salary expectations in the cover letter.

Due to urgency position may be filled during the opening period.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

Right To Play is an equal opportunity employer and encourage those from diverse backgrounds to apply.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

Right To Play - Human Resources Philosophy

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in the most disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

To translate our vision into action, our philosophy for delivering our programs is "LOOK AFTER YOURSELF, LOOK AFTER ONE ANOTHER". Our employees are the backbone of this delivery, and the philosophy supports them by defining the desired outcomes of our human resources philosophy. This means that we pay competitive salaries, provide comprehensive benefits, encourage employee social events, and provide development opportunities and a great work environment.

We measure the success of this philosophy by indicators such as employee satisfaction surveys and staff turnover rate, as well as the overall success of Right To Play.