

Job Posting - **Project Coordinator**
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: **11.5months**

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.

In Pakistan, Right To Play is working with over 160,000 children on regular basis in 15 districts in KPK and Sindh and will likely to expand to other districts.

I. JOB SUMMARY:

The Project Coordinator will be responsible for the overall management of project in respective district including design and planning of the initiatives, implementation, internal and external Coordination, financial and qualitative reporting, communications and training and logistics.

II. RESPONSIBILITIES AND TASKS:***Responsibility #1 (PROJECT MANAGEMENT)***

- Ensure proper implementation of Right To Play Program as per workplan by conducting regular project monitoring and review in order to measure impact and continuously improve delivery.
- Responsible and accountable for effective project spending according to the approved budget.
- Ensure accurate collection and timely submission of quantitative monitoring information according to RTP monitoring tools.
- Coordinate with CO and PO program teams and participate in meetings and conference calls when and where needed.
- Ensure timely submission of quality narrative and financial project reports.
- Identify partner organizations and carry out capacity assessment and development of capacity building plan involving youth and communities.
- Ensure participation of community members and young people in the process of project planning and implementation.
- Build in-depth knowledge of the project.
- Develop training plan in consultation with Right To Play Country/Provincial Office according to project needs.

% of Time: 25%

Job Responsibility #2: (COMMUNICATION AND TRAINING)

- Supervision of Trainers and delivering training to them on standard of Right To Play Modules.
- Represent Right To Play in the project location and surrounding communities.
- Establish and maintain relationships with local representations of the Government and other community organizations
- Attend coordination meetings arranged by government or NGO forum at field level.
- Report key issues related to Right To Play's project implementation from meetings with partners and stakeholders.
- Provide recommendations in the development of Memorandums of Understanding (MOUs) and Terms of Reference (TOR) with local operating/ implementing partners.
- Summarize priorities that arise from RTP Project Team meetings.
- Assess training needs in the project with input from project staff, partners and stakeholders, provide training as per needs and based on competencies and submit documented requests for additional training capacity to Right To Play Country/Provincial Office.
- Determine suitable events based on project priorities
- Facilitate participation of media and Athlete Ambassadors in project activities and events

% of Time: 25%

Job Responsibility #3: (TEAM MANAGEMENT)

- Supervise Staff and hire coaches as per project need.
- Ensure the project team is motivated and involved in decision making
- Provide overall project brief to new staff and coaches and ensure a proper induction to the community and stakeholders
- Ensure that all coaches have proper job descriptions, performance objectives and workplans.
- Lead regular internal & external communication; schedule and chair team meetings; advise on and monitor Project Plans and observe workload/ work hours.
- Manage travel and vacation schedule for office staff.
- Conduct performance reviews of new Project staff at the end of their probation period and whole staff on annual basis.
- Initiate "recommendation-based" approach to project decision-making.
- Present clear recommendations on capacity of project staff and coaches to carry out the needs of the project.
- Ensure that staff, coaches, partners and stakeholders are abiding by Code of Conduct, Child Protection Policy and other policies and procedures of Right To Play
- Ensure that conflict in the team is managed in positive ways
- Ensure the transfer of project knowledge to project staff and coaches.

% of Time: 25%

Job Responsibility #4: (SECURITY MANAGEMENT AND LOGISTICS)

- Monitor the security situation in the project area, report security incidents and advice on security issues and preventions.

- Ensure that all project staff complies with security, financial and logistics policies and procedures of Right To Play.
- Obtain and manage all services for office (including but not limited to water, heating, electricity, phone and internet), as necessary.
- Ensure all vehicles are properly used in routine project activities and staff travels and make sure that no vehicle reserve for any specific person.
- Ensure regular maintenance of RTP project vehicles.

% of Time: 20%

Job Responsibility #5:

- Any other task/responsibilities assigned by the immediate supervisor/senior management.

% of Time: 5%

III. QUALIFICATIONS

A) EDUCATION/TRAINING/CERTIFICATION

Required (must have):

Post Graduate Degree in social science from recognized university.

Desired (asset):

B) EXPERIENCE

Required (must have):

- 4 - 5 years experience in project management with INGOs;
- Experience in managing project staff, budget and financial management
- Self-motivated and able to work independently with minimal supervision
- Able to adapt to a changing environment and be flexible
- Able to work well under pressure and meet tight deadlines (handling multiple demands that will require the ability to prioritize is essential)
- A strong communicator, both verbally (including telephone etiquette) and in writing
- A strong team player (cooperative, participatory, respectful)
- Comfortable initiating relationships with new stakeholders
- Able to exercise discretion and good judgment
- Resourceful and able to solve problems
- Able to initiate and deliver proactive, cost-effective and creative solutions
- Solid report-writing skills;

Desired (asset):

- Strong leadership, training and facilitation skills, including experience in delivering training in RTP modules;
- Ability to confidently represent RTP to teachers, government officials and civil society;
- Willingness to work in a remote location.
- Sport and play experience, through management and coaching experiences

C) COMPETENCIES/ PERSONAL ATTRIBUTES

Required (must have):

- Program planning & implementation
- Accurate & timely reporting
- Coaching & mentoring skills

Desired (asset):

- Internal & External Coordination
- Linguistic abilities
- Problem solving & mediation
- Relations with government , NGOs and partners

D) KNOWLEDGE AND TECHNICAL SKILLS:

Required (must have):

- Results based management / Logical Frame Work Analysis
- Budgeting
- Personnel management
- Analytical and written skills,

Desired (asset):

- Strategic plan creation and implementation
- Working in the context of the region for which responsible

IV. CONTACTS/KEY RELATIONSHIPS

External: Assigned project teams (in a transitional capacity), UN Agencies, I/NGOs and CBOs at field level.

Internal: Program Team, Finances, HR, Communication, M&E at country Office level.

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 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.