

Job Title	CAPACITY BUILDING MANAGER, AAWAZ II
Location	Islamabad, Pakistan

ABOUT THE PROJECT

AAWAZ II is a DFID funded, five-year long programme which will work with local communities in KP and Punjab provinces to promote the rights of children, women, youth, and other marginalised groups, to strengthen their control over their own development.

AAWAZ II Programme has four pillars and the British Council is leading on the delivery of pillar 3, Community Dialogue, Awareness and Voice and pillar 4, Conflict Pre-emption. As part of the delivery of these pillars, AAWAZ II will support the capacity building of Aagahi Centres across 45 districts (19 in KP, 26 in Punjab) to provide a safe space for marginalised members of the community and facilitate citizen-state engagement for uptake of state services, getting information on their rights and promoting inclusion and social cohesion.

The programme aims to work towards a more inclusive and peaceful Pakistan, with less exclusion and exploitation.

ABOUT THE ROLE

Capacity Building Manager will be responsible for managing capacity building partner and ensuring coordination with delivery team to ensure smooth running of capacity building activities.

ROLES AND RESPONSIBILITIES

Capacity Building Manager's roles and responsibilities will include:

- Manage the integrated capacity building plan as annexed within the implementation strategy
- Contract management and hiring of a capacity building partner through a competitive process in line with British Council and donor compliance standards
- Develop workplans and timelines with the supplier in support from Gender/Social Inclusion advisor, Senior Technical Advisor and ensure timely delivery of capacity building activities
- Coordinate with partner to ensure development of a comprehensive methodology to run training programmes across Punjab and KP on agreed timelines
- Coordinate production of products and materials as directed by Gender/Social Inclusion advisor and Senior Technical Advisor
- Ensure partner delivers high quality material, content and processes for specific areas/topics identified within the integrated capacity building model
- Manage budget flows and forecasting for the capacity building partner and PMU specific activities, liaise with Senior Programme Manager and Head of Finance and Compliance for financial reporting, audit checks and addressing key issues
- Work with PMU provincial teams and Downstream partners to collate national capacity building plan (to be reviewed quarterly and annually)
- Coordinate with M&E lead to ensure M&E framework is in sync with integrated capacity building plan and partner is oriented on all tools and reporting requirements (including timelines)
- Provide support to Senior Programme Manager and PMU advisors on quarterly and annual reporting to Client

- Lead on quality assurance framework in support from Senior Technical Advisor and UK experts
- Manage UK trainers including their ToRs, workplans and in-country visits
- Coordinate with appropriate stakeholders in all aspects of activities planning, monitoring, and implementation.
- Line manage capacity building coordinator and ensure good performance

This is a manager role, which requires Masters in relevant field and at least 5 years of relevant work experience, and specific expertise in managing delivery through capacity building partners. This role requires experience in large-scale social mobilization project management, with good understanding and track record of delivering targets through CSO partners.

REPORTING AND LINE MANAGEMENT

The Capacity Building Manager will report to the Head of Delivery and will line manage Capacity Building Coordinator.

APPLICATION SUBMISSION

Please submit your Curriculum Vitae (in the format attached) and a brief cover letter stating your experience and interest in undertaking this assignment by email to

To: Sidra.Arif@britishcouncil.org

CC: Zubair.Hafiz@britishcouncil.org.pk

at the latest by 2nd March 2021. Please use the subject “CBM_Your Name” in the subject line of email you may send.