

# Vacancy Announcement Form

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<b>About Company:</b>	<b>Idara-e-Taleem-o-Aagahi:</b> ITA is a public trust constantly striving to promote education as a comprehensive process for human and social transformation. Currently we are seeking following dynamic professional for our Head Office Lahore.
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<b>Position:</b>	<b>Project Manager</b>
<b>Location:</b>	<b>Lahore</b>

<b>Job Description:</b>	<p>Provide direction and support to project team to adhere all quality standards during the project planning and implementation.</p> <p>Update work plan which identifies and sequences the activities needed to successfully complete the project.</p> <p>Ensure the smooth and optimum function of the project, using personal initiative to push the project into the future and optimize activities.</p> <p>Conduct monthly, quarterly and annual reviews of the ongoing project deliverables according to agreed LFA and work plan and dissemination of findings among relevant stakeholders.</p> <p>Implement the project according to the project plan in coordination with district managers, and monitoring, evaluation and impact officer</p> <p>Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project</p> <p>Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.</p> <p>Ensure that the project deliverables are on time, within budget and at the required level of quality</p> <p>Prepare and review budgets of the project in consultation with operations and finance team</p> <p>Organize agenda's for meetings with management and relevant stakeholders</p> <p>Constantly supervise both district teams for establishment of libraries, conduct trainings, books distribution process</p>
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	<p>Conduct / arrange training of trainers (TOT) on library management, community and parents engagement training</p> <p>Conduct library management workshop</p> <p>Establishment of twenty (20) libraries in both districts</p> <p>Arrange library launches of all twenty (20) established libraries in both districts</p> <p>Arrange policy level events at national and provincial level</p> <p>Coordination with stakeholders i.e. education department, children library complex and other associated departments</p> <p>Serve as focal person for coordination with project steering committee</p> <p>Conduct field visit to provide guidance and leadership to project teams</p> <p>Strengthening relationships and networking with relevant government institutions, agencies and NGOs by attending meetings, seminars, workshops, events, and other activities; as well as looking to develop, strengthen and grow the project by using personal initiative and creativity.</p> <p>Write all progress reports (summary and narrative): Monthly, Quarterly and annual report as per donors requirement</p> <p>Close coordination and Liaison with donor regarding project progress, reporting, meetings, and monitoring visits</p> <p>Monthly update ITA management of project progress against set targets</p> <p>Prepare and deliver presentation of project progress to stakeholders on monthly basis</p> <p>From time to time, the organization may require additional work to that listed above</p>
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<b>Eligibility:</b>	<b>Education:</b>	Master's in Education/Educational Leadership and Management/Literature/Library and Information Sciences/Social Sciences
	<b>Experience:</b>	5-7 years' experience of leading educational projects particularly library/literature/books adaptation/translations & publications initiatives
	<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>• Critical thinking and problem solving skills</li> <li>• Excellent communication, report writing, negotiation, conflict management and decision making skills</li> <li>• Knowledge of budgeting, coaching, supervision, staffing, project planning and improvement, performance management.</li> </ul>

<b>Deadline:</b>	April 11, 2021
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<b>Contact Information</b>	careers@itacec.org
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<b>Institutional Profile</b>	<a href="http://www.itacec.org">www.itacec.org</a>
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