



Job description

**Coordination Officer –
Clean Green Pakistan Movement**



Coordination Officer| Clean Green Pakistan Movement

Place of work:	WAP Islamabad Office
Pay band:	Officer (15 December 2018 – 31 January 2020)
Department	Fund Raising
Reports to:	Business Development Manager
Manages:	None
Budget responsibility:	NO
Travel:	Need based

Introduction

WaterAid is an international non-governmental organization based in the United Kingdom, since 1981. The country programme of WaterAid in Pakistan has been in operation since 2006 under an MoU with the Ministry of Interior. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the poorest communities. WaterAid supports local organizations and governments in setting up low cost and sustainable WASH solutions that can be managed by the community itself. WaterAid also seeks to collaboratively work with sector partners and influence government policies to protect the right of poor people to safe, affordable water and sanitation services.

WaterAid Pakistan signed a tripartite Memorandum of Understanding with RB Pakistan and MOCC to provide technical support to MOCC for the implementation of CGPM. Water and RB Pakistan will support smooth functioning of the Movement Coordination Unit (MCU) at federal and provincial level.

Job Purpose

As part of the support needed for CGPM, WAP is looking to hire Coordination Officer to coordinate/ liaise with different ministries and departments on day to day matters both at provincial and federal level. This position will be mainly responsible to support BDM and Manager I&E to identifying, establishing and maintaining such relationship at federal and provincial level.

Key Responsibilities

1. Under the overall supervision of BDM and support of Manager I&E, the Coordination Officer will be responsible for maintaining close coordination and harmonisation between WAP, RB Pakistan, MCU, and government departments for ensuring smooth implementation of CGPM activities, keeping all the partners updated.
2. Develop and maintain relationships with the key ministries and departments or provision of timely support, follow up for approvals and submissions.
3. Regularly develop, maintain and update contact list/database and other official records.
4. Help establish, document, review and refine process of working collaboratively with departments/ministries and local administration.
5. Organize meetings with ministries and departments for MCU, WAP and RB Pakistan.
6. Support in the development of meeting material, conducting meeting and preparation of meeting minutes.
7. Facilitate RB and WAP for securing necessary approvals for implementation of RB funded project activities including securing NOCs

8. Support and assist in coordinating conferences and events.

Person Specification

Education

Essential	Desirable
Post-graduate degree or equivalent in Communication, Marketing or Social Sciences	Post graduate degree in relevant subject e.g. behavioural sciences, developmental sciences.

Experience

Essential	Desirable
4-6 years professional experience in, networking and advocacy	<ul style="list-style-type: none"> • Significant experience of managing coordination with government departments • Experience of working with I/NGOs

Knowledge and Skills

Essential	Desirable
<ul style="list-style-type: none"> • Excellent written and verbal communications skills; a demonstrated ability to create persuasive and clear communications in all forms, for a variety of audiences; • Proven ability to work and act under pressure and with discretion in a politically sensitive and challenging environment Ability to priorities, plan well in advance and multi-task • Ability to build relationships with team members and leaders • High-energy self-starter who can operate with minimal supervision but also knows when to ask for counsel; 	<ul style="list-style-type: none"> • Good understanding of government working and local conditions • Ability to communicate in local nguages