

Assistant Project Coordinator

Location:	Rawalpindi (Punjab)
Reporting to:	Project Director/ Educational Technical Manager/project coordinator
Collaborating with	• Project coordinator
Budgeted Salary	• 40,000

Interested candidates may send their CVs through email; shama@abestec.org

The applications must reach by 31st July,2019 COB.

Duties and Responsibilities

The Assistant Project Coordinator will have the following duties and responsibilities:

- To facilitate project coordinator Submission of monthly, quarterly & annually project report to project director and donor
- Ensure and make efforts for child rights implementation within the project area
- Organize hands on training for respective school teachers on interactive learning approaches
- record keeping of field level activities
- Prepare reports and case studies on best practices
- Ready to travel to project areas according to work plan.
- Meetings to be attended with the partner organization or donor.
- Ensure and make efforts for safeguarding polices implementation in project area
- Perform other duties as required.

Skills needed:

- Quality report writing skill
- Proficient in MS Office (MS Word, Power Point and Excel)
- Excellent communication skills (verbal and written)
- Be results oriented and able to meet strict timelines for outputs
- Good writing skills
- Able to design training material/manuals and conduct trainings

Qualification:

The following requirements for this position

- a. **Academic qualification:** BA/BS/MA (from well-recognised Institute)
- b. **Experience:** Minimum 3 years working in development sector

