

TORs

Programme Coordinator (GCC)

The Programme Coordinator GCC will be responsible for the following:

1. Assist GCC-Advisor to assess and identify knowledge needs and gaps in GCC-Framework implementation.
2. Contribute to formulation, development and finalization of policy documents / guidelines for vulnerable segments of society.
3. Facilitate in developing GCC NDMA Annual Work Plans, reports, activities, concept notes, etc.
4. Develop and provide direct support in implementation of action plan for gender mainstreaming, GCC-Framework and Work Plan executed with Donors.
5. Assist in monitoring results emanating from implementation of workplan executing with different Donors. Evaluate and report on the progress in various activities under Annual Work Plan.
6. Assistance in implementation/piloting of school safety guidelines
7. Assist in implementation and operation of work plan through field visits, meetings, seminars and workplans.
8. Support GCC – Advisor in awareness initiatives, campaigns and advocacy work related to GCC.
9. Coordinate training activities related to GCC in liaison with other organizations and stakeholders.
10. Arrange, coordinate and conduct various events under GCC.
11. Contribute in preparation of policy papers, documentation of good practices, development of reports initiatives, awareness material etc.
12. Prepare monthly report regarding project / AWP activities and submit before GCC by 10th of every month
13. Provide in time information to AD Planning & M&E as well as AD (Projects) on matter pertaining to activities of Annual Work Plan.
14. Assist in developing resource mobilization framework for GCC
15. Keep close liaison with NIDM and extend full support in conducting the trainings
16. Ensure liaison and partnership with civil society organizations and other stakeholders across Pakistan.
17. Carry out any further assignment deem appropriate by competent authority without claim for additional remuneration.
18. Any other tasks assigned from time to time on direction of Competent Authority having direct or indirect linkage with these ToRs in the context of Disaster Management.

19. To assist to develop relevant IEC material to mainstream GBV in NDMA's School Safety guidelines.
20. To ensure to arrange and organize workshops and seminars on GBV mainstreaming, capacity building and awareness raising events at National, Provincial and Districts level.