

Terms of Reference (TORs)

Advisor/Program Manager

1. Provide policy and implementation advises in the areas of women, children and vulnerability mainstreaming in disaster management.
2. Coordinate the further development of the gender thematic strategies in line with the GCC Framework and Programming Guidelines.
3. Provide leadership in implementation of GCC Framework and the gender thematic strategies/action plans.
4. Provide leadership and technical support in development and implementation of viable work plans for the area programme in line with the NDMA's GCC Framework.
5. Manage gender specific programmes in accordance with work plans agreed with Donors. Coordinate the development of annual budget on GCC Monitor programme expenditure against agreed budget lines and timeframes and ensure the financial resources are effectively used. Exercise quality assurance oversight and institute early warning systems to detect weaknesses in project implementation and advise management on corrective interventions.
6. Periodically review the priority actions under GCC framework and suggest ways & means for its effective implementation.
7. Managerial support in development of guidelines and SOPs for child inclusive risk assessment and collection of gender and age disaggregated data.
8. Managerial support in development of national provincial and district guidelines on comprehensive school safety and pretesting of the guidelines.
9. Managerial support in conducting drought assessment for mitigation and response.
10. Identify new funding sources and generate concept notes and proposals for potential Donors.
11. Support cross-cutting research and advocacy work around the gender theme. Keep himself/herself abreast of research and policies development on gender at National & International level to keep NDMA on top of the knowledge in the area.
12. Develop quality reports on NDMA's overall gender work.
13. Properly document the lesson learnt/success stories and capitalize on it by promoting gender work to internal and external audiences.

14. Coordinate capacity building initiatives on the gender theme for Disaster Management officials across Pakistan.
15. Provide methodological support to the NDMA's thematically aligned gender work at national and regional level.
16. Develop and maintain positive working relations with a wide network of partners, including Government, development partners, parliamentarians, media and NGOs.
17. Managing communication operation in the field with respect to gender & vulnerable groups.
18. Design, develop & implement various electronic, print, social media campaigns awareness material with special focus on Gender & Vulnerable Group.
19. Properly manage the gender team and coordinate/facilitate the functioning of the NDMA's GCC.
20. Carry out any further assignment deem appropriate by competent authority without claim for additional remuneration.
21. Undertake other responsibilities which may be assigned from time to time.

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Program Officer

The Programme Officer 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 development of school safety guidelines
7. Assist in development of drought assessment/mitigation and response
8. Assist in implementation and operation of work plan through field visits, meetings, seminars and workplans.
9. Support GCC – Advisor in awareness initiatives, campaigns and advocacy work related to GCC.
10. Coordinate training activities related to GCC in liaison with other organizations and stakeholders.
11. Arrange, coordinate and conduct various events under GCC.
12. Contribute in preparation of policy papers, documentation of good practices, development of reports initiatives, awareness material etc.
13. Prepare monthly report regarding project / AWP activities and submit before GCC by 10th of every month
14. Provide in time information to AD Planning & M&E as well as AD (Projects) on matter pertaining to activities of Annual Work Plan.
15. Assist in developing resource mobilization framework for GCC
16. Keep close liaison with NIDM and extend full support in conducting the trainings
17. Ensure liaison and partnership with civil society organizations and other stakeholders across Pakistan.
18. Carry out any further assignment deem appropriate by competent authority without claim for additional remuneration.
19. 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.

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Admin & Finance Officer

Admin & Finance Officer will be responsible for following:

As Administrative Officer:

1. Provide assistance in the operational management of the project according to the procedures
2. Undertake all preparation work for procurement of office equipments, stationery and support facilities as required
3. Provide support in organizing project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc., as required
4. Assist in preparation of ToRs and contracts for consultants for project activities
5. Assist in drought assessment/mitigation and response
6. Provide administrative support to the Cell for smooth implementation of the GCC workplan
7. Manage all logistical aspects in support of meetings, workshops, conferences and field based activities
8. To maintain filing record

As Finance Officer:

1. To manage the budget and maintain the financial record of the GCC
2. Assist in project budget monitoring and project budget revision
3. To assist in maintenance of petty cash account of GCC, NDMA
4. Preparation of cheques, payment/receipt vouchers; disbursement of cash advances and their adjustments
5. Prepare project financial reports on monthly/quarterly basis for NDMA and Donors
6. Reconcile bank account statements and keep an upto date record of all completed reconciliation
7. Check and ensure that all expenditures of projects are in accordance with procedures
8. Check budget lines to ensure that all transactions are booked to the correct budget lines
9. Ensure documentation relating to payments are duly approved
10. Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers
11. Maintain the inventory file to support purchases of all equipment/assets

Miscellaneous Duty

1. Any other job assigned from time to time on the direction of Competent Authority having direct or indirect linkage with these ToRs in the context of Disaster Management.
2. Carry out any further assignment deem appropriate by competent authority without claim for additional remuneration
