Program Officers
Terms of Reference (TORs)

Program Officers will assist Program Managers in implementation of day to day program activities for efficient coordination and implementation. These will include roles related to coordination, reporting, communication, research etc.

Job Description

- Review, interpret and understand data that has been gathered through primary and secondary sources;
- Assist management in identifying priority areas for research and carry out research projects;
- Provide implementation support and inputs to management on specific reform issues to all the relevant agencies;
- Facilitate coordination of donor funded or other investment reforms program
- As required, prepare working papers for the Program Steering Committee;
- Assist in developing and managing an implementation and monitoring program to cover all program activities within Government of the Punjab

- Organize events, meetings and forums to engage key stakeholders for dissemination and consensus-building for the Reforms Program
- Coordinate the communications, outreach and training components of the project and implementation of all related activities at the national and regional levels
- Any other task assigned by Director/Team Leader.

Qualifications, Experience and Skills:

- Master degree/BSc. BS Hons. in Development Studies, Finance, Project Management, Economics, Public Administration, Business Administration, Business Economics, Marketing from reputed local/foreign university with at least one year of work experience. Fresh candidates with exceptional qualification may also be considered for this position.
- Ability to work in a collaborative, team environment;
- Prior experience of working with government sector or with donor is desirable.
- Written and oral fluency in Urdu and English;
- Proficiency in IT, computer and report writing skills;
- Good planning and execution and presentation skills;