

Name of the Post	Senior Capacity Development Officer
Qualification	<ul style="list-style-type: none"> • Master's Degree in Social Sciences/ Social Work from the HEC recognized university/ institution.
Age	<ul style="list-style-type: none"> • Up to 60 Years.
Experience	<ul style="list-style-type: none"> • At least years' experience in donor funded developmental projects • 03 years' experience in working with the communities of Merged Districts in social organization and in managing /imparting capacity building trainings for male/female communities and stakeholders. • Demonstratable technical and management skills. • Strong knowledge of tribal culture and experience of using participatory methodologies in the tribal communities • Excellent communication skills in English, Urdu, and Pashto with good presentation.
TORs	<ul style="list-style-type: none"> • Guide 4 Capacity Development Officers • Ensure quality facilitation at the community level (for VCs, Sub-Committees and community people) • Ensure quality facilitation for women's sub-committees and women's meetings • Represent LGD in external meetings/ events related to capacity building • Coordinate with Village Facilitating Partners and assist them to conduct social mobilization trainings (and follow-up trainings) for KP-RIISP Village Facilitating Partners' staff • Coordinate with the LGD Sr. Engineer for the parallel implementation of the training plans for engineering related trainings for Village Facilitating Partner Engineers • Review and assist in revisions of training packages (where training materials are already available). Revisions should include best practices from the field and the vision of standardization in KP-RIISP. The materials and training tools should be appropriate to the NMD context, taking into account low literacy levels and women's restricted mobility • Assist and summarize Training Need Assessment (TNA) by Capacity Development Officers to identify additional areas of capacity building • Support capacity building plan of identified target group for: <ul style="list-style-type: none"> ❖ Members of VCs/ Tehsil Councils/ District Councils ❖ Secretaries of VCs

	<ul style="list-style-type: none"> ❖ Line Departments (aligned with the project) ❖ Project Staff ❖ Communities <ul style="list-style-type: none"> • Summarize Spot Check Reports by Capacity Development Officers and provide reports to management and VFP management • Advise the KP-RIISP senior management on key issues related to KP-RIISP capacity building and implementation of social mobilization and planning in villages • Evaluate key trainings provided by VFPs to village facilitators to quantify the impact of training on the participants. • Conduct best practice/ lessons-learned workshops with VFP field staff and with select community/ VC representatives to compile these from field implementation and ensure these are communicated to senior management to influence policies and process guidelines and captured in revisions of training approaches and materials as appropriate • Develop KPIs/ mechanism to access impact of knowledge gained in training. • Work with the KP-RIISP LGD M&E to formulate indicators (quantitative and qualitative) for KP-RIISP capacity building and trainings. Ensure data collection is gender disaggregated • Coordinate with MIS/dashboard developers for inclusion all aspects of capacity building component in the database. • Develop mechanism for Capacity Development Officers to upload the data along with snapshots in the MIS on 5th day of each month. • Any other task assigned by the Project Director/Senior Management.
Name of the Post	Capacity Development Officer
• Qualification	<ul style="list-style-type: none"> • Master's Degree in Social Sciences/ Social Work/ from the HEC recognized university/ institution.
• Age	<ul style="list-style-type: none"> • Up to 45 Years.
• Experience	<ul style="list-style-type: none"> • At least 03 years' experience in planning & implementation of capacity development projects/ training projects. • Knowledge of capacity building at grass root level. • Knowledge of PRA methodology at the community level • Demonstratable technical and management skills. • Strong written and oral communications skills, with good expertise in the use of information technology.

	<ul style="list-style-type: none"> • Excellent communication skills in English, Urdu, and Pashto, and good presentation. • Knowledge of IT tools to communicate with stakeholders.
<ul style="list-style-type: none"> • TORs 	<ul style="list-style-type: none"> • Monitor and assist/ guide village facilitators to provide quality facilitation at the community level and to follow the facilitation manuals in terms of sequence, frequency activities, and type of participants (village level, incl VC, Sub-Committees and community people) • Monitor facilitation for women's sub-committee and women's meetings (quality, frequency, sequence, and active participation) • Undertake Training Need Assessment (TNA) for village facilitators to identify specific areas of capacity building. • Support Sr, Capacity Building Officer in creation for capacity building plan of identified target group for: <ul style="list-style-type: none"> ❖ Members of VCs/ Tehsil Councils/ District Councils ❖ Secretaries of VCs ❖ Line Departments (aligned with the project) ❖ Project Staff ❖ Communities • Coordinate with selected VFP on training manuals for distribution to participants of the training programs. • Conduct spot checks on VFP trainings for communities and report to Sr. Capacity Building Officer • Develop criteria for selection of training institutes for imparting training under the project. • Listing the training institutes for imparting specialized training to the target groups. • Execute contracts with the selected training institutes for imparting training. • Coordinate in inviting nomination of participants, logistics arrangement for each training program and assist in conducting the trainings. • Assist Sr, Capacity Development Officer to evaluate each training program to quantify the impact of training on the participants. • Implement KPIs/ mechanism to access impact of knowledge gained in training.

	<ul style="list-style-type: none">• Report all relevant trainings in village and classroom for inclusion in MIS dashboard• Upload the data along with snapshots in the MIS on 5th day of each month.• Any other task assigned by the Project Director/Senior Management.
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Name of the Post	Lead IT Specialist
Qualification	<ul style="list-style-type: none"> • BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution.
Age	<ul style="list-style-type: none"> • Up to 60Years
Experience	<p>At least 07 years working experience in the field of Information Technology and Management. Experience of working with aid agencies desired and:</p> <p>She / He must also has:</p> <ul style="list-style-type: none"> • Strong knowledge of Enterprise-level IT infrastructure and system administration. • Knowledge of IIS and other web servers. • Understanding of domain environments and ISA Servers. • Certification such as A+, Network+ or MSCE are preferred. • Experience in database operations and IT security. • Excellent organizational and interpersonal skills. • Must be self-starter with strong teamwork and leadership abilities.
TORs	<ul style="list-style-type: none"> • Develop and implement a comprehensive IT strategy aligned with the project's overall objectives. • Supervise the design, implementation, and maintenance of IT infrastructure, ensuring alignment with organizational goals • Oversee network security and compliance, ensuring adherence to cyber security standards and best practices. • Ensure the smooth operation of all IT systems, including MIS, network management, and IT governance. • Provide technical oversight and guidance to IT personnel, ensuring that all IT infrastructure components are properly maintained Plan, design and maintain the Wide Area Network (WAN) between different offices. • Lead the development and enforcement of IT governance policies, ensuring consistency and alignment with international best practices. • Supervise the maintenance of IT documentation, including system configurations, data security protocols, and IT user manuals. • Lead IT procurement planning and compliance, including vendor selection, quality assurance, and adherence to procurement policies. • Ensure IT procurement planning aligns with budgetary constraints, financial policies, and cost-effectiveness, while maintaining compliance with donor and regulatory requirements

Name of the Post	Senior MIS Officer
Qualification	<ul style="list-style-type: none"> • BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution.
Age	<ul style="list-style-type: none"> • Up to 60 Years.
Experience	<p>At least 5 years of experience in database management, application development, and MIS implementation. She/he must also has:</p> <ul style="list-style-type: none"> • Extensive experience in the design, development, and administration of complex database systems (SQL, PostgreSQL, or similar) Knowledge of IIS and other web servers; • Expertise in Object-Relational Mapping (ORM) for efficient database interactions. • Strong knowledge of front-end technologies, including JavaScript, HTML5, and CSS3. • Understanding of database security, backup, and disaster recovery protocols. • Good analytical and troubleshooting skills. • Experience in developing interactive digital training resources (e.g., online tutorials, webinars, and self-paced guides). • Proven ability to develop web-based MIS solutions for monitoring and reporting in public or private sector projects
TORs	<p>The main duties of the Senior MIS Officer include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Lead the development and integration of a comprehensive MIS that includes modules for data collection (offline and web-based), monitoring, finance, HR, and other project needs. Oversee and contribute to the development/integration of the main application for data collection, recording and management in ways that are locally feasible, enable as much open access to information as possible in real time and are flexible enough to allow updating as information needs evolve; • Work with the Project team to fully understand the monitoring and reporting procedures (based on the project appraisal document and other documentation) and to ensure that the developed MIS and the data collection and reporting arrangement will work for targeted locations; • Review and revise forms & reports to streamline and measure the Project progress more efficiently and effectively;

	<ul style="list-style-type: none"> • Assist with preparing project reports and running project data queries as needed. • In consultation with the Project team, develop a set of flows and forms accessed via mobile devices and browsers that allow users to enter data on the project progress at the VC level (in rural areas). • Provide a web-based data store and report infrastructure to deliver rich maps and summary reports at the district, Tehsil, and village level with drill-down capabilities. • Work with the Sr. Capacity Development Officer to conduct a pilot model in 1-2 districts where Village Facilitating Partners will directly enter data into the MIS using a mobile device provided by the project. The aim of this pilot is to determine the viability of improving the speed of reporting by enabling data entry at the community level. • Prepare system documentation, user manuals, and digital learning resources to support capacity building of MIS users. Train Facilitating Partners and other involved stakeholders to enter data into the MIS. • Develop and maintain a secure, web-based MIS that enables remote access and real-time data entry, ensuring data synchronization upon internet availability. Provide training sessions to relevant staff as well as the district and community level stakeholders on how to use the MIS and mobile phone applications. • Provide just-in-time technical support and on-demand online training (if applicable). • Conduct a mid-term assessment to ensure the MIS is fully functional and analyze whether there are any technical or practical issues that need to be fixed. If any problems are found, provide solutions and report to the Project team. • Develop/suggest additional features to allow for additional relevant project data collection and management during the project implementation. • Provide the information system, application & website with in-code and technical documents as well as user manual • Conduct systems analysis, feasibility study and produce diagrams for information system processes and flows.
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Name of the Post	MIS Officer
<ul style="list-style-type: none"> ● Qualification 	<ul style="list-style-type: none"> ● BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution.
<ul style="list-style-type: none"> ● Age 	<ul style="list-style-type: none"> ● Up to 45 Years.
<ul style="list-style-type: none"> ● Experience 	<ul style="list-style-type: none"> ● Strong knowledge of database management, data visualization, and reporting tools. ● Experience supporting MIS development, including user interface improvements and data structuring. ● Proficiency in SQL-based data processing and reporting. ● Excellent communication skills in English, Urdu, and the ability to present technical concepts effectively.
<ul style="list-style-type: none"> ● TORs 	<ul style="list-style-type: none"> ● Support the Senior MIS Officer in developing, maintaining, and updating the Management Information System (MIS). ● Assist the senior MIS officer in the development of dashboards to display real-time implementation status of project activities. ● Coordinate with project teams to collect and input data accurately into the MIS, ensuring consistency and validation of records. ● Develop structured mechanisms for collecting and maintaining project-related data, including: <ul style="list-style-type: none"> ❖ HR Management ❖ Consultant and Contractor Appointments ❖ Project Activity Implementation (district-wise database) ❖ Strategic and Administrative Infrastructure ❖ Village Grant Management ❖ Financial Monitoring and Procurement Tracking ❖ Capacity Building Activities ❖ Steering Committee Proceedings ● Ensure consistency in data entry, validation, and verification processes to maintain data integrity within the MIS. ● Develop automated reporting systems to meet the requirements of PMU, Senior Management, and other stakeholders. ● Assist in reviewing and refining reporting forms and dashboards for improved project progress tracking. ● Provide technical support to MIS users, ensuring smooth operation and troubleshooting of system issues. ● Support capacity building of project staff and stakeholders in database utilization and reporting functions.

	<ul style="list-style-type: none">• Assist in the integration of mobile-based data collection systems for field-level reporting and analysis.• Collaborate with IT teams to enhance system security, user access control, and database backup procedures.• Generate ad-hoc reports and develop customizable reporting templates to allow team members to extract necessary insights.• Assist the Senior MIS Officer in conducting periodic system audits to improve efficiency and security.• Perform any other tasks assigned by the Project Director/Senior Management.
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Name of The Post	Database Officer
<ul style="list-style-type: none"> ● Qualification 	<ul style="list-style-type: none"> ● BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution.
<ul style="list-style-type: none"> ● Age 	<ul style="list-style-type: none"> ● Up to 45 Years.
<ul style="list-style-type: none"> ● Experience 	<ul style="list-style-type: none"> ● 3 years' experience in relevant field. ● Computer knowledge, filing and fundamental of database understanding ● Proficiency in data validation, data entry procedures, and database quality control measures. ● Excellent organizational and interpersonal skills ● Must be self-starter with excellent demonstrated teamwork skills ● Good written and verbal communication skills in English, Urdu and Pashto essential and as well as having good interpersonal skills ● Having required skills in the related technical field.
<ul style="list-style-type: none"> ● TORs 	<ul style="list-style-type: none"> ● Data Entry and quality check of all the data received from the field to the MIS system. ● Travel to field offices and communities as needed for training, supervision, and data verification Responsible for the complete management of the MIS system at the district level. ● Perform extensive database related verification checks on the data for accuracy, completeness and quality according to the existing procedures and guidelines ● Scan the forms and maintain the physical and digital archive. ● Perform data entry of the forms ● Upload the scanned forms to the MIS ● Ensure that reports are produced precisely, timely and regularly. ● Keep track of documents needed for further reporting from the projects in process and assist with the regular reporting. ● Ensure that the necessary backup procedures for database is in place and regular backups are taken ● Liaise with MIS Specialist on a daily basis for the smooth operation of the decentralized system. ●

Name of the post	Database developer
<ul style="list-style-type: none"> ● Qualification 	<ul style="list-style-type: none"> ● BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution.
<ul style="list-style-type: none"> ● Age 	<ul style="list-style-type: none"> ● Up to 45 Years.
<ul style="list-style-type: none"> ● Experience 	<ul style="list-style-type: none"> ● At least 03 years of experience in database development, IT management, programming, and system optimization. Strong expertise in database management systems (SQL, PostgreSQL, or NoSQL). ● Experience in designing and optimizing relational and non-relational databases. ● Proficiency in writing complex SQL queries, stored procedures, and indexing for performance optimization. ● Hands-on experience in troubleshooting database issues and debugging errors. ● Understanding of data security, access control, and backup strategies. ● Ability to integrate databases with front-end applications and user interfaces. ● Strong analytical and organizational skills to manage database structures efficiently. ● Excellent communication skills in English and Urdu. .
<ul style="list-style-type: none"> ● TORs 	<ul style="list-style-type: none"> ● Design, develop, and maintain stable, scalable, and high-performance databases to support project MIS and reporting requirements. ● Optimize existing database structures, indexes, and queries to enhance system efficiency and performance. ● Develop and implement data migration, transformation, and integration solutions to facilitate seamless information exchange. ● Modify database architecture based on project needs while ensuring minimal downtime. ● Conduct thorough database testing (unit testing, performance testing, and data integrity checks) before deployment. ● Develop stored procedures, triggers, and database automation scripts to enhance data processing efficiency. ● Ensure the security of database systems by implementing access control policies, encryption, and backup procedures. ● Coordinate with MIS and IT teams to maintain real-time data synchronization between different project components. ● Assist in the design and implementation of user-friendly dashboards and reporting tools for decision-making. ● Regularly update and maintain the Management Information System (MIS) to reflect real-time project implementation

	<p>status.</p> <ul style="list-style-type: none"> • Develop structured mechanisms for data collection, validation, and processing, ensuring consistency in reporting. • Assist in the periodic review of database structures and propose improvements based on evolving project needs. • Prepare technical documentation, user manuals, and training materials to support database management best practices. • Provide technical assistance to team members and train users on database functionalities. • Perform any other tasks assigned by the Project Director/Senior Management. •
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Name of the Post	Environmental & Social Specialist
Qualification	<ul style="list-style-type: none"> • Master's degree in Environmental Sciences, Bachelor of Engineering (Civil) or Master degree in (Social Sciences, Agricultural Sciences) from the HEC recognized University/Institution
Age	<ul style="list-style-type: none"> • Up to 60 Years.
Experience	<ul style="list-style-type: none"> • Minimum 5 years relevant work experience; • Have clear understanding and knowledge of Government Policies and procedure related to Development Projects. • Having specific experience of Preparation of Social and Environmental safeguards Instruments required by the World Bank as well as Provincial Government. • Have clear understanding and knowledge of MS Office (specially excel functions), • Having professional writing skill to prepare operational/Social and Environmental plans, to contribute in implementation of plans/missions reports.
TORs	<ul style="list-style-type: none"> • Develop and review the environmental and social screening & assessment procedures for the implementation of the ESMF, ARP, SEP and LMP of KP-RIISP project. • Assess the proposed schemes through approved E&S checklists and prepare requisite instruments to be submitted to the World Bank for NOL prior to execution. • Prepare E&S documents required by the provincial EPA for approval of the projects prior to initiation/construction. • Lead district and VFP safeguards focal points/officer and maintain regular communication and establish field level reporting mechanism; • Prepare and review Site-Specific Environmental and Social Management Plans (ESMPs), as applicable for the KP-RIISP sub-projects as per ESMF of the project, • To ensure that social and environmental related modules are incorporated in the training and capacity building programs designed for the KP-RIISP at all levels. • To support grievance handling focal points in conduction of Social and Environmental related GRM trainings for field and VFP staff in order to solve ES related grievances. • To conduct periodic district/VC/NC visits and provide technical advice during social and environmental surveys/risk assessments and reflect their concerns and views in ESMPs prior and during the sub-project design and implementation stages. • He/she will be also responsible for overall development, implementation, supervision, and monitoring of Abbreviated Resettlement Plan (ARP), Stakeholder engagement Plan (SEP),

	<p>Labor Management Procedures (LMP) and site-specific LMP for the KP-RIISP project.</p> <ul style="list-style-type: none"> • To ensure that all site engineers and relevant project staff are trained in proper application of the ESCP, ESMF, ESMP and its components. • Keep close liaison with PCMU P&DD in regards to Environmental and Social management and act as focal point for the same on part of LGRDD. • To design and conduct the health, safety and Environment (HSE) and other safeguard trainings and workshops for the project staff and VFP. • To follow up the integration of safeguard assessment information and completion of safeguards self-screening checklist during the KP-RIISP sub-projects development process. • Ensure that bidding documents include all requirements to implement E&S Instruments. • Support the management in responding to queries from donors/ external monitors/ auditors on KP-RIISP Social and Environmental Safeguard issues/ grievance investigations. • Ensure regular interaction with the World Bank safeguards experts on social and environmental aspects, including representing the KP-RIISP Social and Environmental issues during Implementation Support Missions (ISMs). • To be responsible for strategic advice on social and environmental Safeguards measures to the KP-RIISP senior management; • To provide specific technical advice on mitigation measures for construction and operational activities related to the project; • Coordinate and liaison with Third Party Monitoring (TPM) Agent and other relevant stakeholders and follow up on the findings. • Ensure that any work is implemented in accordance with the World Bank applicable ESS as well as Government law and regulation related to the environment. • Undertake Environmental and Social Safeguards monitoring activities and prepare Environmental and Social Safeguard reports to be submitted to World Bank. • To compile monthly, quarterly and semi-Annual/ Bi-Annual reports on safeguards related issues and deliver to Program management and the World Bank Task Team as part of the project M&E reports; <p>To undertake other duties as per the requirements of the project or as directed by PIU.</p>
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Name of the Post	Senior Finance Officer
Qualification	<ul style="list-style-type: none"> Professional accounting qualification (CA/ACCA/CPA) or a Master's degree in Business Administration in finance or M. Com, or equivalent degree in finance or accounting from HEC recognized University or Institution.
Age	<ul style="list-style-type: none"> Up to 60 Years
Experience	<ul style="list-style-type: none"> Minimum of 05 years of financial management or Audit & Accounts management experience, including 01 years as Finance Specialist or in a similar position. Strong analytical and problem-solving skills. Ability to retrieve and gather information from various sources. Excellent organizational skills with the ability to prioritize and meet deadlines. Proven initiative in improving project efficiency and effectiveness. Strong interpersonal skills and ability to work in a team-oriented, multicultural environment. Fluent oral and written communication skills in English and urdu. Have clear understanding and knowledge of PC-based applications such as Word, Excel, and PowerPoint, as well as sound knowledge of financial software.
TORs	<ul style="list-style-type: none"> Ensure implementation and compliance with organizational policies, processes, rules, and regulations, particularly in the area of financial management. Review payments for compliance with financial guidelines and supporting documentation. Manage grants and ensure accurate reporting to the donor. Ensure accurate and timely recording of financial transactions in accordance with applicable laws and donor agreements. Oversee financial management of projects, including budgeting, forecasting, funds flow management, expenditure monitoring, grant accounting, contract payment processing, reporting, disbursing grants and audits. Analyze financial data to compare planned activities with implemented activities. Conduct monthly reconciliations and review expenditure reports against budgets. Prepare for and facilitate internal and external audits, donor transaction reviews, and other monitoring missions. Update financial management manuals and other finance-related aspects in the Operation Manual. Prepare regular and ad hoc financial management information for KP-RIISP management.

	<ul style="list-style-type: none"> • Establish and improve systems and procedures at district offices, conducting periodic visits to ensure efficiency and effectiveness. • Collaborate with the MIS development team to develop an integrated financial management and reporting system for KP-RIISP. • Report to the Project Director and seek guidance and direction in carrying out duties and responsibilities. • Manage the day-to-day work of the KP-RIISP Grant Management, Operation Fund, Payments, and Reporting.
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