



JOB DESCRIPTION

Position Title:	Liaison Officer
Location of Work Station:	Karachi FTC
Type of Job:	Contractual
Reporting to:	Program Manager/Chairperson

1. Job Summary

The Liaison Officer will serve as the primary point of contact between CWP and external stakeholders including government bodies, civil society partners, and community leaders. The role ensures effective coordination, promotes CWP's mission in legal empowerment, and facilitates the smooth execution of CWP programs across jurisdictions. The Liaison Officer will uphold the organization's values of access, empowerment, and social justice.

2. Key Duties and Responsibilities

The Liaison Officer will be expected to:

1. Build and maintain productive relationships with government officials, justice actors, civil society organizations, and local communities.
 2. Represent CWP at external meetings, consultations, and public forums, ensuring professional, mission-aligned presence.
 3. Support the legal and programs teams in navigating administrative, governmental, or legal procedural requirements.
 4. Coordinate and facilitate stakeholder engagement for CWP-led initiatives, events, and training sessions.
 5. Draft and maintain records of stakeholder communications, MoUs, and partnership agreements.
 6. Monitor policy developments and public affairs relevant to CWP's mission and report implications for programming.
 7. Assist in resolving logistical or bureaucratic barriers affecting CWP program delivery.
 8. Contribute to CWP's advocacy and reform efforts through strategic relationship-building and information sharing.
 9. Ensure adherence to CWP's confidentiality, neutrality, and code of conduct in all external engagements.
 10. Support cross-departmental coordination and communication when external validation or partnership is required.
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3. Key Performance Indicators (KPIs)

- Number of active institutional partnerships or government liaisons established and documented per quarter.
 - Timeliness and quality of stakeholder communication and reports.
 - Frequency of liaison support provided to programmatic/legal units.
 - Resolution rate of external coordination or administrative issues.
 - Stakeholder satisfaction as assessed via periodic internal review.
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4. Person Specification

Essential Criteria:

Category	Requirement
Education	Bachelor's degree in Social Sciences, Law, Public Policy, or related field.
Experience	Minimum 2 years of liaison, coordination, or partnership experience.
Skills	Strong communication, negotiation, and reporting skills.
Mission Alignment	Demonstrated commitment to social justice, legal empowerment, or NGO work.
Language	Proficiency in English Sindhi, and Urdu; knowledge of regional languages preferred.
Eligibility	Must be legally eligible to work in Pakistan; age 18–60.

Preferred Criteria:

Category	Requirement
Advanced Education	Master's degree in Development Studies, Law, or Public Administration.
Specialized Exp.	Experience working with legal aid NGOs, donor-funded projects, or access to justice work.
Stakeholder Mgmt.	Track record of collaboration with government or judiciary.
Community Outreach	Experience organizing public events, dialogues, or rights awareness campaigns.
Adaptability	Proven ability to work in dynamic or politically sensitive environments.

5. Competency Requirements

The ideal candidate must demonstrate:

- **Integrity and Ethical Conduct**
- **Empathy and Cultural Sensitivity**
- **Professional Excellence**
- **Commitment to Social Justice**
- **Collaboration and Teamwork**
- **Accountability and Results Orientation**
- **Adaptability and Resilience**
- **Communication Skills**

APPLICATION PROCESS

- Interested candidates may send their updated CV at hr@cwp.org.pk latest by 21st November, 2025
- Post applied along with the city must mentioned in the subject line. Late and incomplete applications will not be entertained.
- For more information, please visit our website www.cwp.org.pk, or email us at hr@cwp.org.pk
- Only short-listed candidates will be called for interview.
- No TA/DA shall be admissible for appearing in the test/interview
- The organization reserves the right to withdraw/cancel/delay the vacancies or reject any application at any stage without assigning any reasons.
- Women and minorities are highly encouraged to apply. This office has zero-tolerance policy for gender discrimination and strong anti-sexual harassment policy at the workplace
- Only Shortlisted candidates will be called for test & interview.