

Position Title:	Program Coordinator
Location of Work Station:	Sindh (Karachi)
Type of Job:	Contractual
Reporting to:	Program Manager/Chairperson

POSITION SUMMARY:

The Program Coordinator is a member of the program team, responsible for research, coordination, reporting and implementation of projects related to rule of law, governance and human rights. He/she is responsible for maintaining all the data in physical and soft form.

DUTIES AND RESPONSIBILITIES:

Program Coordination:

- Develop, implement, and oversee programs in accordance with organizational goals and objectives.
- Coordinate logistics for program events, including scheduling, venue arrangements, and participant communication.
- Collaborate with internal teams to ensure seamless execution of program activities. Regular field visits, data management, compilation of monthly success stories, and writing reports for events and activities are part of the officer's tasks. They contribute to the monthly newsletter and quarterly reports for donors.

Documentation and Reporting:

- Maintain accurate and up-to-date records of program activities, research data, and related documentation.
- Prepare comprehensive reports summarizing program outcomes, research findings, and recommendations.
- Communicate results effectively to both internal stakeholders and external partners.

Collaboration and Networking:

- Build and maintain positive relationships with external partners, stakeholders, and research collaborators.
- Collaborate with team members to integrate research findings into program strategies and initiatives.
- Attend relevant events and conferences to enhance networking opportunities and stay informed about industry developments.

Grant Management:

- Assist in the development of grant proposals, ensuring alignment with program goals and objectives.
- Monitor grant compliance, reporting requirements, and timelines.
- Work closely with finance and administration teams to manage budgetary aspects of programs and research projects

REQUIREMENTS AND CORE COMPETENCIES

- Minimum Qualification: BA/MA/MSc in Social Science
- Minimum Experience will be 3 to 4 Years in related fields.
- Required advanced level of English, reading, writing for drafting of various reports, also knowledge of Urdu and Sindhi.
- Creative, energetic, ability to work independently with minimal supervision.
- Ability to work well in a team.
- Good computer skills (Microsoft Word, Excel)
- Demonstrated flexibility, motivation, and maturity
- Willingness to work and live in harsh conditions.

EEO Statement:

Integrated into our shared values is CWP commitment to diversity and equal employment opportunity. All qualified applicants will receive consideration for employment regardless of sex, age, race, color, creed, religion, disability, sexual orientation, gender identity, or any other characteristics or conduct protected by law. CWP is committed to being an inclusive organization where all people are treated fairly, recognized for their individuality, promoted based on performance and encourage to strive to reach their full potential. We believe in understanding and respecting differences among all people. Every individual at CWP has an ongoing responsibility to respect and support a diverse environment.

Protection Against Sexual Exploitation and Abuse:

CWP is committed to the prevention and protection from all forms of sexual exploitation and abuse (SEA). CWP explicitly prohibits its staff, associates, partners, consultants, or any other representatives associated with the delivery of its work from:

- Engaging in any form of sexual exploitation or abuse;
- Sexual activity with children (persons below the age of (18) irrespective of a mistaken belief of the age of the child which shall not amount to a defense);
- Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance;
- Sexual relationships between CWP staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of CWP and are strongly discouraged.

APPLICATION PROCESS

- Interested candidates may send their updated CV at hr@cwpc.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.cwpc.org.pk, or email us at hr@cwpc.org.pk
- Only short-listed candidates will be called for an 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.