**Job Description**

| Job Title | CDIP Programme Officer  
| Based in Islamabad |
| Strategic Business Unit | Society  
| Location | Pakistan, South Asia  
| Reports to | Senior Project Manager  
| Pay Band | 6  
| Duration of job | 2 years  

**PURPOSE OF JOB**

The CDIP Programme Officer (FCR position) is responsible for managing the development and implementation of thematically selected programme activities in the CDIP Work-plan. S/he will provide quality writing and editing support to the CDIP team, lead on political stakeholder coordination and on inter-parliamentary exchanges, SDG and WPC trainings. S/he shall also take a lead on delivering aspects of large scale national conferences.

**CONTEXT AND ENVIRONMENT**

**The British Council**

The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

**Country Operation**

The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. In Pakistan we do this from three main offices: Islamabad, Lahore and Karachi.

Our work is organised into the separate business areas of Arts, English and Education and Society.

**Arts:** New ways of connecting with and understanding each other through the arts

**English:** More widespread and better quality teaching, learning and assessment of English worldwide

**Education:** Enhanced UK leadership of and shared learning from international education

**Society:** Societies whose young people, citizens and institutions contribute to and benefit from a more inclusive, open and prosperous world

**Unit Details**

Consolidating Democracy in Pakistan (CDIP) Programme is hosted under Society Business Unit. British Council is delivering Parliamentary component of this programme in partnership with DAI.

**ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES**

- The CDIP Programme Officer is responsible for developing and leading on thematic CDIP Work Plan implementation activities in collaboration with the Parliamentary Strengthening Lead and the Senior Project Manager.
- The CDIP Programme Officer is responsible for writing donor and other high quality reports, copy editing and overseeing aspects of project’s operational compliance and delivery.
- S/he shall independently undertake divided work flow from the CDIP activity plan and shall ensure
management of assigned CDIP Work-plan tasks.
- S/he shall lead on political stakeholder coordination and provide required support on inter-parliamentary exchanges, SDG, WPC trainings.
- S/he shall also take a lead on key activities as assigned by the team lead and project manager in organizing the large scale national conferences.
- S/he shall implement and manage legislative assessment and scrutiny trainings and shall also be responsible providing support on managing inter-parliamentary exchange and placement activity.

KEY RESPONSIBILITIES
1. Programme Coordination and Support
   - Understand, agree and clarify targets, metrics and milestones for the specified British Council programme team in Pakistan and the contract lead DAI.
   - Provide required management for the efficient delivery of CDIP work-plan objectives
   - Effectively coordinate with key political stakeholders and provide support needed for delivering inter-parliamentary, WPC, SDG and National Conferences’ work streams.
   - Control allocated resources (both financial and staff) to deliver agreed results.
   - Resolve immediate operational, commercial or technical problems and contribute to the incremental improvement of procedures in these areas
   - Effectively and regularly communicate between the team and the client.

2. People Management and Support
   - Work within the CDIP team to ensure effective delivery of the work plan

3. Stakeholder Management
   - Identify and effectively manage relationships with key stakeholders important to the programme especially within provincial parliaments, National Assembly and Senate.

4. Compliance and Financial Management
   - Interpret, plan and implement diverse procedures (e.g. financial and reporting) to ensure project delivery is compliant with British Council systems and standards

KEY PERFORMANCE CRITERIA
- Achievement of milestones
- Delivery of specified results.
- Quality of partner relationships

KEY RELATIONSHIPS
The post holder will need to develop successful relationships with
- Key programme stakeholders including partners
- The specified programme manager for the wider South Asia region
- Programme Heads and Senior Consultants for Arts, English, Education and Society in Pakistan

OTHER IMPORTANT REQUIREMENTS OF THE JOB
We encourage work life balance. However, occasionally the role may require working at unsocial hours.

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<thead>
<tr>
<th>Passport/visa and/or nationality requirement.</th>
<th>Rights to work in Pakistan</th>
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<tbody>
<tr>
<td>Security or legal checks required for this role.</td>
<td>Local Police Check</td>
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<tr>
<td>Behaviours</td>
<td>Essential</td>
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<tr>
<td>Behaviours assessed during interview stage of recruitment process</td>
<td>Connecting With Others – <em>More demanding level</em>&lt;br&gt;Making it happen – <em>More demanding level</em>&lt;br&gt;Being Accountable – <em>More demanding level</em></td>
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<td>Behaviours not assessed during recruitment process</td>
<td>Working Together – <em>Most demanding level</em>&lt;br&gt;Creating Shared Purpose – <em>Essential</em>&lt;br&gt;Shaping the Future – <em>Essential</em></td>
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<tr>
<td>Skills and Knowledge</td>
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<tr>
<td>Core Skills: Communicating and Influencing (L3)</td>
<td>Relates to is creative and adaptable in communications: able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.</td>
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<tr>
<td>Core Skills: Managing People (L2)</td>
<td>Supervises a small team</td>
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<td>Core Skills: Managing Projects (L3)</td>
<td>Relates to leads smaller projects: Analyses requirements with the sponsor/stakeholders, defining the specification, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects</td>
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<td>Core Skills: Managing Finance and Resources (L2)</td>
<td>Relates to Uses financial systems and processes&lt;br&gt;Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team</td>
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<td>Other Skills:</td>
<td>High level of proficiency in SAP and/or ERP</td>
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<td>Experience</td>
<td>At least one years of relevant experience with Parliamentary Institutions</td>
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<td>Qualifications</td>
<td>14 years of education</td>
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