

Job Advertisement			
<b>Job Title</b>	PSEA-Coordinator	<b>Project Name</b>	Fixed-Term
<b>Duty Station</b>	Islamabad	<b>Salary</b>	PKR. 150,000
JOB PURPOSE			
<p><b>In close collaboration with the PSEA Focal Point of the HO, execute the assigned activities of the PSEA Action Plan for 2024, from implementation to reporting</b></p> <ul style="list-style-type: none"> <li>• Prepare updates and suggest further activities or initiatives based on the evaluation of the PSEA Action Plan</li> <li>• In close collaboration with PSEA focal points, provide inputs on the PSEA risk assessments, mitigation and capacity building plans at the Field Office.</li> <li>• In close collaboration with SMT, HR and M&amp;E teams provide the required analysis and technical guidance to personnel in implementation of PSEA prevention, risk mitigation, and put in place response measures during planning and project development, and programming.</li> <li>• Develop, produce and facilitate the dissemination of PSEA awareness communication materials to field offices, project sites as well as contractors/implementing partners, with support and guidance from the project team</li> <li>• Follow-up on the inclusion of PSEA content in new contracts and subcontracting</li> <li>• Under the direction of Sr Manager HR, enact the establishment of a system to evaluate implementing partner/contractor interactions with beneficiaries and their capability to implement PSEA measures, establishing a proper communication with HO team and project teams, in order to receive guidance and feedback from all the relevant stakeholders.</li> <li>• In close collaboration with PSEA focal points actively liaise with the appropriate stakeholders to assist during the establishment of a system of Field-Level PSEA Focal Points at all project sites in line with Organization regulations</li> <li>• Provide the technical guidance to the project team in terms of the inclusion of PSEA reporting modalities in new project, as appropriate, while taking into consideration confidentiality criteria</li> <li>• Act as Focal Point for receiving complaints in close collaboration with PSEA focal points</li> </ul> <p><b>Capacity building on PSEA matters</b></p> <ul style="list-style-type: none"> <li>• Supporting PSEA focal points in country to train the Organization contractor/implementing partner staff , national personnel and raise awareness of end beneficiaries (communities) on PSEA upon request</li> <li>• Develop and conduct trainings for Organization and contractor/implementing partner staff on PSEA including appropriate conduct and mandatory reporting obligations, with support and guidance from the Sr. Manager HR</li> </ul>			

- Develop and conduct awareness-raising activities/sessions for local communities across the country on PSEA and reporting pathways, with support and guidance from the Sr. Manager HR.

**Facilitation of knowledge building and knowledge sharing:**

- Identify best practices in PSEA and facilitate the knowledge sharing at Project Office level;
- Collect feedback from different stakeholders, as well as evaluation data to draft lessons learnt about PSEA for the Country Office and to be reported to the PSEA focal point.

**Declaration:**

Our organization has a zero-tolerance policy on conduct that is incompatible with the aims and objectives, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. It also adheres to strict child-safeguarding principles.

All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

**REQUIRED QUALIFICATION/ EXPERIENCE/ SKILLS**

- Master Degree in Gender studies or other relevant degree.
- Previous work in NGOs preferably in remote areas.
- Experience of working with range of people, organisations, and cultures.
- Excellent communication skills
- Teamwork, flexibility and relationship building skills.
- Calm under pressure.
- Willingness and ability to work in difficult conditions
- Ability to work with the colleagues with different cultural backgrounds.

**Career Level:**

Experienced Professional

**Experience:**

5 Years - 7 Years

**Apply Before: Jul 27, 2025**

To Apply:

[hrpkorg@gmail.com](mailto:hrpkorg@gmail.com)

or

<https://www.rozee.pk/EN/merf-pakistan-psea-coordinator-islamabad-jobs-1623716>