

## JOB ANNOUNCEMENT

# JOB DESCRIPTION: PROGRAMME MANAGER

## About Center for Social Innovation in Developing Countries (CSIDC)

Center for Social Innovation in Developing Countries ([CSIDC](#)) is a Karachi-based organization that educates, trains and coaches change agents to grow in the practice of Leadership and Community Organizing.

For communities to realize their rights, collective action is required to claim and exercise power. In order to win on key causes, we need more strategic and broad based social justice campaigns. Ongoing dynamic learning is core to social movements becoming bigger, smarter and stronger. If social change campaigns and organizations are going to thrive, then education and training need to be at the heart of the journey.

We work in Pakistan in partnership with [AktivAsia](#) on climate justice. We also have a large portfolio of international clients with whom we facilitate learning experiences in Asia, Australia, and other regions. We are an organizational affiliate of the [Leading Change Network](#).

## About the Role

**Location:** Karachi

**Job Type:** Full time, in office. This role starts with a one year contract, given after a three month probation period. Renewal is based on successful performance review.

**Reports to:** CEO, CSIDC

In one sentence, in this full-time job you play a proactive strategy and execution role to ensure that the implementation of CSIDC programmes and projects is done effectively and efficiently, taking into account the purpose of a project, the nature of its clients, principles of high participation of its constituents, and accountability to its supporters.

**This role will assist the CEO in implementing five important goals:**

1. Lead on research and authorship of case studies on grassroots social movements in Pakistan.
2. Organize online and in-person trainings for campaigners working on climate justice and social justice issues in Pakistan and Asia Pacific region.
3. Assist in teaching and coaching the pedagogies used in online and in-person trainings to campaigners and community organizers working on climate justice and social justice in Pakistan and Asia Pacific region.
4. Build, nurture, and develop a guild of community organizers that helps catalyze and support grassroots campaigns in Pakistan and Asia Pacific region.
5. Assist in the adaptation of global curricula to Pakistani context, assist in relational work, and organize training of alumni to prepare them to become trainers and facilitators.

## Key Responsibilities

### *Research for Case Studies*

- Conduct in-depth research and author multiple case studies of grass root level movements for climate justice and social justice in Pakistan.
- Break down larger questions into substantive well thought out pieces.
- Develop a research methodology to investigate the core topic.
- Conduct desk based research and distill key findings effectively.
- Design, document and analyze primary data collected through focus groups and interviews.
- Effectively write the case study in an engaging and clear format.
- Edit and prepare material for reporting and publication.

### *Project Management*

- Keep a close track of the project's timelines and ensure effective and timely execution of each component by following up on different aspects of the work etc.
- Create time bound and realistic work plans in alignment with training programme objectives.
- Assist CEO in ensuring all ongoing projects are implemented according to requirements, with exceptional quality.
- Lead effective and timely project evaluation and reporting.
- Analyze data to identify the right groups and individuals to participate in different stages of the project.
- Keep track of numbers, outcomes and outputs, interview beneficiaries, and analyze data to provide qualitative and quantitative inputs for multiple phases of client and donor reporting.

### ***Training Coordination***

- Lead on the implementation of training, including coordinating with partners in preparation and implementation.
- Design recruitment criteria and carry out the process of recruiting training participants in accordance with predetermined training targets.
- Manage complex logistics around organization of online and in-person events, workshops or other activities. This includes identifying who to have in the room for a training, extending invites, following up, drafting and printing materials, keeping track of RSVPs, taking detailed notes, and working with team members to manage tech and other key logistics of the events.
- Lead on scheduling and documenting regular stakeholder meetings.
- Maintain close records of the process including minuting meetings, filing emails, etc.

### ***Teaching and Coaching***

- Internalize the teaching and coaching frameworks followed at CSIDC. These include Marshall Ganz' social organizing framework and Ron Heifetz' Adaptive Leadership framework. Opportunities will be created for learning, prior knowledge is not required.
- Develop training design based on teaching objectives, integrity of framework, and core purposes of the learning experience.
- Coach and train different participants in online and in-person settings, in Urdu and English, including in very basic settings.

### ***Community Outreach and Organising***

- Assist CEO to reach out and build an engaged constituency with stakeholders, including communities involved in the project ecosystem.
- Lead on researching content, distill data, prepare presentations and other strategic outputs for meetings.
- Lead on preparing one-pagers, reports briefs, and other communications products for dissemination amongst stakeholders.
- Support on communications.

## **Key Competencies and Criteria**

Candidates for this role are expected to have experience in leading the implementation of medium-scale projects in education, and/or people development.

They need to have a can-do attitude, extreme attention to detail, an exceptional growth mindset, positivity, and thrive in a culture of strong team-work and direct feedback. Candidates are also expected to have commitment to building collective strength at the grassroots level through training, coaching, and organizing.

### Key Competencies

The Programme Manager should have:

- **Intellectual Rigour** – should be able to work independently and do the research required for writing research products, and offer decision-making support. They must have extreme attention to detail, should display intellectual curiosity, be able to balance more than one area of work, and can support decision-making at a macro level while, simultaneously, guide junior staff members.
- **Relationship Building** – should possess exceptionally high emotional intelligence, have strong relationship-building skills with teams and constituents from diverse backgrounds, believe in relational strength, be able to name and celebrate small wins, be an equal contributor to meetings on strategy and vision as well as in meetings on execution and logistics.
- **Functional expertise** – should be able to juggle and manage multiple projects, complete assigned tasks on time knowing that their actions impact others, have expert knowledge of all the organization's work streams, take on challenges actively and is solution-minded, is willing to be consistently trained and undergo mindset, skill and knowledge enhancements, have very strong written and spoken English and Urdu communication skills.
- **Team Work** – should be reliable, and can be counted on to not cut corners, is able to break silos and join the dots for the team, understands what other team members are doing and volunteers help, should step up to coach, and develop other team members.
- **Emotional intelligence** - has exceptional growth mindset with an ability to take, absorb, reflect on, and quickly apply direct feedback, highly proactive with an ability to “stay on top of the game”; high self-discipline and motivation to do this work because they really want to, not because they have to, is able to name what's working before what's not, takes responsibility to grow the team.

### Candidates are expected to meet the majority of the following criteria:

- Have at least 5-7 years of relevant work experience, including research, teaching, and project management experience.
- Experience in research, teaching, education, and/or people development.

- Demonstrates academic intelligence, preferably having a rigorous Master's degree from a reputable institution abroad; or outstanding work experience instead.
- Exceptional English writing and verbal skills.
- Able to work under minimum supervision, independently motivated, and have good self-management skills.
- Able to work flexible hours to accommodate different time zones.
- Ability to work evenings and weekends as and if needed.
- Willingness to travel.

### What will you get

- Work with progressive, open-minded people who believe in the power of coaching as a way for personal development.
- Mentorship and feedback based work culture that leads to growth.
- Competitive salary.
- A workplace that cuts across work in international work environments, and local grassroots organizations.
- Opportunity to work with an organization with deep intentionality around social change.

### Application process

Please apply by sending in a one-page **cover letter** to [noor@csidc.org](mailto:noor@csidc.org) with subject "**Application: Programme Manager**" detailing how you fit the role (focus closely on the description of the ideal candidate), your **resume**, and your **last salary**.

**We are taking rolling applications till the role is filled. Please apply early to avoid disappointment.**