



# Sami Foundation (SF)

---

## Terms of Reference (ToRs)

### Overview:

Sami Foundation is a non-government and not profit organization working in Sindh province from 1988 on Human Rights, Youth Development, Emergency & DRR, WASH, Education and Health. SAMI Foundation with support of **Concern-Worldwide** is going to implement Sindh Drought Resilience Program (SRDP) in district Umerkot and the position of Project Manager will be key person for implementation of SDRP.

<b>Job Title:</b>	Project Manager
<b>Project:</b>	Sindh Drought Resilience Program
<b>Duty Station:</b>	Program Office at Sami Foundation Umerkot
<b>Reporting to:</b>	Program Manager

### Major Responsibilities:

- Work closely under the supervision of Program Manager and ensure the implementation of Sindh Drought Resilience Program activities.
- Responsible for overall supervision and management of Sindh Drought Resilience Program with the support of all team members.
- Establish, maintain and strengthen relations with district administration and relevant department i.e. social welfare department, livestock department, agriculture department, Arid Zone Research Institute etc.
- Prepare Monthly activities Plan in consultation with his/her Team, Program Manager; and get it finalized with approval of Executive Director. Ensure effective and efficient implementation on planned activities at all levels from field to office.
- Responsible to ensure the attendance and availability of the project staff during the project tenure.
- Ensure program related compliances as agreed with donor and document properly all the events.

- Under the supervision of the Program Manager prepare and deliver presentations at workshops, training events and meetings and also represent organization at district forums and meetings relevant to SDRP.
- Ensure close coordination and proper communication of tasks/assignments within the Staff and build team spirit.
- Check the performance of individual staff member of the team, identify weakness/Gaps and guide them accordingly
- Participate in workshops/trainings/events to be organized by the Donor from time to time and give input on behalf of the organization.
- Ensure preparation and submission of progress reports to donor as agreed from time to time.
- Conduct regular field visits to monitor field activities and provide on spot advice to field staff.
- Guide the field staff in effective monitoring of activities and presentation of success stories.
- Ensure proper gender participation in all field activities.
- Keep close watch on problems, issues, constraints, delays and conditions affecting smooth implementation of planned activities and submitting timely reports to senior management for seeking guidance and taking appropriate decisions.
- Facilitate all monitoring visits of senior management as well as from Concern worldwide and OFDA.
- Perform other related duties as may be assigned by Manager or Organization.

I, the undersigned employee of Sami Foundation do hereby acknowledge that I have read and understood this Job Description. I am aware of the fact that by signing this JD, I will become overall responsible for the implementation of all the duties and responsibilities mentioned in this JD.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_