

Manager Strategic Planning

TERMS OF REFERENCE:

SCOPE:

The resource will be responsible for the day-to-day implementation of the project activities, including the timely and efficient delivery of the project's operational, financial, and administrative outputs under the ASPIRE project. The assignment will include providing strategic support and applying standard tools and practices for project planning, implementation, monitoring, and reporting. Manager Strategy & Planning will report to Manager I&C.

The Manager (Strategy & Planning) will design and develop the annual workplans, in consultation with the project lead and other stakeholders. The project designs should be comprehensive, self-explanatory and sustainable and bankable. The Manager will ensure that proposed interventions are aligned with the overall objectives of the project and priorities of the provincial government and according to the guidelines of the World Bank, mentioned in (Project Appraisal Document-PAD).

The following is a brief description of key tasks and responsibilities of Manager (Strategic Planning) under the ASPIRE project.

1.1. JOB DESCRIPTION/SCOPE OF WORK:

- Strategize the project activities, from substantive, administrative and financial points of view, and supervise the systematic planning of project activities.
- Close coordination and liaison with designated officials of the Project Coordination Unit of MoFE&PT, project partners, and government departments for progress updates, review meetings, and provision of relevant and up-to-date information when needed.
- Mobilize the resources by applying standard tools and practices for project planning, implementation, monitoring, and reporting in a timely and effective manner.
- Provide strategic support to task leads working on their respective interventions in devising their technical work plans and ensuring alignment of all individual work plans with the overall objective of the program.
- Ensure timely compilation of work plans, progress reports, financial reports on ASPIRE Programme using internal monthly monitoring data and their submission to concerned authorities.

- Timely identification and redressal of possible roadblocks for successful implementation of the project activities by proposing technical improvements to achieve targets of the project activities.
- Familiarity with MS Office & Project Management tools is desirable.
- Any other task assigned by the PD, PMIU as per the requirements of the project.