



SNOW LEOPARD FOUNDATION

JOB DESCRIPTION

Job title:	Program Coordinator
Station:	Program Office Gilgit

The Program Coordinator will work under the supervision and guidance of the Regional Program Manager. He/she will be responsible for the following tasks:

1) Conservation and Livelihood Programs: (60%)

- 1.1. Take guidance from the senior management and lead the planning, implementation, and reporting of the conservation and livelihood improvement programs including the livestock predation mitigation and compensation measures, ecosystem health program, snow leopard enterprises, and other climate change resilient livelihoods measures in Gilgit-Baltistan.
- 1.2. Keep close liaison with the program site communities in collaboration with the field officers, take stock of the challenges and opportunities and sensitize communities to tackle conservation issues amicably and effectively.
- 1.3. Reflect on the lessons learned in the annual work plans and budgets and assist the senior management to develop and finalize annual plans of different projects operational in the region.
- 1.4. Synthesize the annual plan into quarterly and monthly work plans in consultation with the regional team.
- 1.5. Lead the development of necessary socioeconomic baseline, analyze data, and draft valley conservation and development plans.
- 1.6. Provide input for the formulation of other strategic documents, case studies, and sector plans.
- 1.7. Develop good quality reports of the activities and monthly, quarterly, mid-year, and annual reports for the projects operational in the region.
- 1.8. Maintain all the data both hard and soft (in appropriate folders on Dropbox) as per the standard of the SLF.
- 1.9. Regularly update the program Impact Sheet in collaboration with the team members.

2. Education and Capacity Building: (15%)

- 2.1. Assist the management in planning, implementation, and reporting of the education, mass awareness campaigns, and capacity-building initiatives of the organization planned under different projects and programs in the region.
- 2.2. Liaison with the schools having nature clubs established to ensure that the action plan is implemented at the school level. Provide necessary support to the nature club coordinators to strengthen the clubs and establish new nature clubs in the program sites where needed.
- 2.3. Lead the arrangements for the capacity-building measures focusing on the communities, academia, and others identified under different projects in coordination with the regional team.
- 2.4. Provide input for the development of thematic resource material.



3. Operation: (20%)

- 3.1. In consultation with the management and support from the field, the team ensures proper financial records are maintained by the communities.
- 3.2. Assist the management in forecasting activity-based budgets and estimates for ongoing activities.
- 3.3. Assist the management in generating monthly expense reports.
- 3.4. Maintain proper records (hard and soft) of the financial data.

4. Other: (5%)

- 4.1. In the absence of the RPM, act as the focal point of the SLF in the region and look after day-to-day matters of the office.
- 4.2. Represent SLF in official meetings/gatherings.
- 4.3. Support the research team to plan ecological studies in the region. This will include participation in the planning of the activities, making boarding and lodging arrangements, and pursuing prerequisite permissions from the relevant government departments.
- 4.4. Assist in fundraising and expansion of the program

Required Qualification:

- ◇ A minimum master's degree in natural resource management and/or social sciences from a recognized university;
- ◇ At least 3 years of experience in natural resource management, biodiversity conservation, community development, and livelihood improvement in government, national, and /or international organizations;
- ◇ Self-starter and demonstrated ability to work effectively with a broad range of stakeholders;
- ◇ This position requires excellent writing and communication skills
- ◇ Domiciliated of GB and fluency in Urdu, English, and at least two local dialects.
- ◇ The candidate will apply before the December 08, 2022
- ◇ The candidate can forward their CV along with cover letter at the following email: admin.hr@slf.org.pk