

## PROGRAM MANAGER– RESEARCH

Industry:	N.G.O./Social Services
Total Position:	(1)
Job Type:	Contract Position (Two years)
Department:	Research
Job Location:	Islamabad
Gender:	No preference
Minimum Education:	PhD. / Post Doctorate
Career Level:	Program Manager
Minimum Experience:	10-12 years
Apply By:	January 20 <sup>th</sup> , 2018
Email:	<a href="mailto:hr@pcp.org.pk">hr@pcp.org.pk</a>
Postal Address:	31-Mauve Area, RDF Centre, Near NHA Building Sector G-9/1, Islamabad

## ORGANIZATIONAL CONTEXT

The Pakistan Centre for Philanthropy (PCP) is a nonprofit public service organization with a mandate to promote the volume and effectiveness of philanthropy for development in Pakistan.

## REPORTING RESPONSIBILITIES

The Program Manager – Research will directly report to the Executive Director.

## JOB PREVIEW

The Program Manager primarily leads the research program and oversees the ongoing research activities at PCP. He/she manages the existing research program, develops new research agenda and provides direction and supervision to the research team in effectively carrying out their professional work. He/she is mainly responsible for research related activities, but also provides support and input to Philanthropy Support Services, Communication and Partnership programs/activities, and strategic planning/policy that cuts across all program areas of PCP.

## JOB DESCRIPTION (TORs)

Broadly, the job responsibilities include, but are not limited to:

- Overseeing and guiding research activities of the Research Unit in areas of philanthropic giving and its implications for program and policy development. This includes providing support and coordination of in-house research activities and also those contracted out to other organizations/individuals.
- Developing a comprehensive research agenda in line with the guidance provided by the Executive Director, PCP research Committee and the Board of Directors (BoD).
- Reviewing relevant international philanthropy related literature, programs and developments in the philanthropy sector, especially programs and practices of other philanthropic institutions in South Asia and other parts of the world.

- Ensuring the completion of reports/studies on existing patterns of individual, corporate, family foundations and diaspora philanthropy for social development.
- Preparing concept notes, project proposals, presentations, performance reports relevant for promoting research work of PCP and writing detailed terms of reference for inputs by consultants for various assignments.
- Guiding the research team in identifying a research problem, developing research methodology, designing data collection instruments, performing data analysis/inference, and report writing.
- Assisting in seeking donor funding/research grants for various projects and studies in areas of philanthropy and developing links with other Centers of Philanthropy across the world to acquire information on their research grant portfolio and develop partnership for collaborative research work.
- Preparing agendas for PCP Research Committee and Board meetings and documenting minutes of the meetings.
- Representing PCP at important national and international forums. Producing journal articles to disseminate PCP programs, guiding communications unit, making presentations and participating in debates for strategic positioning of philanthropy as an important tool for social development.
- Assisting the Executive Director in the management and oversight of all program activities and organizational functioning or any other task assigned by the Executive Director.

## REQUIRED COMPETENCIES

1. Proficiency in MS – Office, MS – Excel, MS- Power Point
2. High Integrity and professionalism
3. Respect for diversity and results-based outcomes
4. Effective planning and organization
5. Excellent communication and writing skills
6. Affirmative commitment and ownership of work
7. Constructive team work

## MINIMUM EDUCATION AND WORK EXPERIENCE

1. PhD. / Post-doctorate from any reputed foreign recognized university in the field of Social Sciences or in Development Studies.
2. Minimum 10 - 12 years of experience in research and related activities required.

PCP is an equal opportunity employer.