

Portfolio Management Specialist (Confidential)

PKR. 175,000 - 200,000 per month, all inclusive

Job Description

A reputable organization, based in Islamabad has set up a Center to develop public and private sector climate change mitigation and adaptation proposals to access international and national climate change funds. The organization is initiating a recruitment process.

1. Scope

Responsible for supporting the Strategic Director in managing the portfolio of the organization. This includes strategic and operational oversight, and support to the programmatic streams.

Relationship management with the Government of Pakistan and funding partner(s)

- Manage overall portfolio of ideas and engagement with various stakeholders at the federal as well as provincial levels at the informal stage
- Support the Technical Team in relationship management with ministry officials during concept note and proposal development phase
- Support communications department with organization as well as project level narrative building and product development
- Preparation of content for communication products including organization or portfolio specific briefs, documentaries, case studies
- Development of think pieces on matters related to climate action, in collaboration with the Programme team
- Development and coordination for networking with relevant experts across concerned institutions, including the government, development partners, think tanks, research organizations and other bodies
- Manage Advisory Board meetings and subsequent implementation of guidance
- Quarterly programmatic reporting to funding partner(s)

2. Qualification

- Minimum required qualification is Master's degree, however, Bachelors from a reputed/foreign University will also be considered.
- Very strong policy analysis, and communication skills
- Experience with synthesizing data (excel/word) to simplified dashboards (PowerPoint/others) for managerial decision making
- Have experience of delivering projects related to climate, energy and resilience.
- 3 to 5 years of experience working with the Government and International Development Partners will be preferred.
- Ability to handle social media management will be preferred.

3. Other Terms & Conditions

- Duration of the contract will be one year, with a three-month probationary period. The contract can be extended for the project period on a yearly basis
- Laptops will not be provided. Staff will be required to use their own with licensed versions of Windows and Microsoft Office]. IT support will be available for troubleshooting.

Job Details

Functional Area: Planning & Development
Total Positions: 1 Post
Job Type: Full Time/Permanent
Job Shift: First Shift (Day)
Job Location: Blue Area, Islamabad, Pakistan
Gender: No Preference
Age: 28 - 45 Years
Minimum Education: Master
Degree Title: Minimum required qualification is Master's degree, however, Bachelors from a reputed/foreign University will also be considered.
Career Level: Experienced Professional
Required to manage team?: No
Experience: 5 Years - 7 Years (Have experience working with the public sector with strong credentials of supporting critical policy/project initiatives in Pakistan)

Apply By:

Please send electronic submissions of your CV and cover letter when you apply to RecruitmentCRCCell@gmail.com by Feb 21, 2023. Please include the position you are applying for in the subject line. Applications without these items may not be considered. No telephone inquiries, please. Finalists will be contacted.

Cover Letter

In no more than 500 words, please share why you feel you are best suited for this position, covering; Technical Expertise, Specific Achievement, Experience of working with Govt of Pakistan