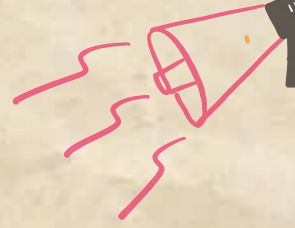




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We are Hiring for Program Officer

Location
Blue Area, Islamabad

Position Overview

The Program Officer for the Beydaar Society is responsible for overseeing all aspects of the organization's youth development initiatives. This includes program development, implementation, monitoring, and evaluation. The ideal candidate will be passionate about empowering young people and will be dedicated to creating meaningful, impactful programs that support their growth and well-being. Applicants must have a passion about creating positive social change and have experience of designing, planning and executing programs from scratch till the end. Having a proven track record of working on Youth Peace and Security, Peacebuilding and Countering Violent Extremism would be an advantage.

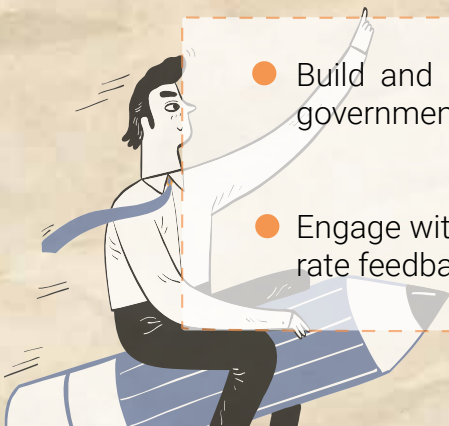
Key Responsibilities

Program Development & Planning

- Develop comprehensive, evidence-based youth empowerment programs related to CVE, Peacebuilding and Youth Peace and Security that align with organizational objectives.
- Prepare detailed action plans, timelines, and budgets for program implementation.

Stakeholder Engagement

- Build and maintain relationships with community organizations, schools, government bodies, and other relevant stakeholders.
- Engage with youth and their families to understand their needs and incorporate feedback into program design.



Program Implementation

- Oversee program delivery to ensure high-quality experiences for all participants.
- Coordinate with internal departments and external partners to ensure all program components are delivered effectively.

Monitoring and Evaluation

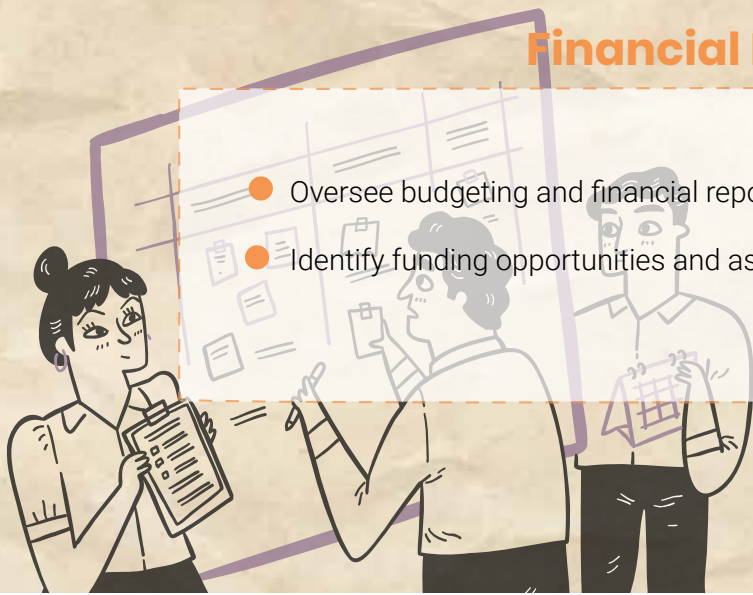
- Regularly review program data to assess effectiveness and impact.
- Develop and implement modifications as needed based on assessment results.

Coordination and Lobbying

- Coordinate with Facilitators and Volunteers during the projects.
- Lobbying and approaching Donors to seek more opportunities and grants for the organization.
- Networking with organizations to collaborate for project implementation and promoting projects

Financial Management

- Oversee budgeting and financial reporting for the program.
- Identify funding opportunities and assist in grant writing efforts.



Communication and Outreach

- Actively promote the program through social media, presentations, and community engagement.
- Produce regular reports on program activities, outcomes, and evaluations for senior management and stakeholders.



Compliance and Governance

- Ensure that all program activities comply with federal and state laws and regulations, as well as organizational policies.
- Work closely with legal and compliance departments to address any program-related issues.

Qualifications

- Bachelor's degree in Social Sciences, Education, Public Administration, or related field; Master's degree will be a plus.
- Minimum of 3 years of experience in program management, preferably in youth development, CVE, YPS, PeaceBuilding or education.
- Demonstrated success in developing and evaluating program models and selecting and successfully operationalizing innovative programs.
- Strong project management skills, including the ability to manage multiple projects simultaneously.
- Exceptional communication skills, both written and verbal
- Excellent leadership qualities, with the ability to inspire and motivate teams.
- Proficient in Microsoft Office Suite, as well as data management and visualization software



Compensation

The salary for this position will be commensurate with the candidate's experience, skills, and qualifications. Beydaar Society acknowledges the value of expertise and is committed to offering competitive compensation packages that reflect the candidate's demonstrated capabilities and alignment with the responsibilities of the Program Officer role.



Submit your CV and Cover Letter at hr@beydaar.org

Deadline for Application

The application deadline is **15th September**. However, please note that we will be conducting interviews on a rolling basis for shortlisted candidates. Early applications are encouraged, as the position may be filled before the official deadline.

We are an equal opportunity employer and welcome applicants from all backgrounds to apply.