TERMS OF REFERENCE

PROGRAM ASSOCIATE

CENTER FOR COMMUNICATION PROGRAMS PAKISTAN

**INTRODUCTION:**

Center for Communication Programs Pakistan (Center) is a nongovernmental organization based in Islamabad and dedicated exclusively to the study and practice of development communication. Center is providing support to Deutsche Gesellschaft fur Internationale Zusammenarbeit (GIZ) GmbH in implementation of the Support to Local Governance (LoGo) Programme. The LoGo Programme is aimed at improving service delivery by local governments in Khyber Pakhtunkhwa and in the Punjab. Center, more specifically, is working with the LoGo Programme’s result area State-Citizen Dialogue for development and implementation of a Communication for Development (C4D) Campaign to support citizen’s voices, rights and responsibilities in Pakistan. Center has created a work package with the objective to increase knowledge and awareness about rights and responsibilities of an active citizenship through interventions based on cooperate design, visibility strategies, excellence in learning, Entertainment Education (EE), outreach and social mobilization, and civic education.

**PURPOSE:**

The purpose of this TOR is to engage a Program Associate for project, LoGo II, RA-State-Citizen Dialogue. assistance is required for specific and general tasks,

in order to implement entertainment education interventions in districts of Khyber Pakhtunkhwa and Punjab.

**SCOPE OF WORK:**

The Program Associate will travel to the districts in Khyber Pakhtunkhwa and Punjab for entertainment education activities to document traditional puppet shows, street plays and storytelling sessions. In addition to field visits, in-house assistance is required in compiling meeting minutes, editing and formatting of reports etc.

The Program Associate will assist with:

* Organising meetings and documenting minutes of internal and external meetings
* Compiling material for monthly reports
* Travel to districts in Khyber Pakhtunkhwa and Punjab to carry out the following for each performance;
  + Video recording and transcription
  + Photography
  + Record testimonials of the audience
  + Compile evaluation forms
* Develop social media posts
* General administrative tasks of the programme

**TIMEFRAME:**

The position is expected to start from March 2019 until June 2019.

**DUTY STATION:**

The Program Associate will be based in CCPP office in Islamabad, with frequent travel to Khyber Pakhtunkhwa and Punjab.

**SUPERVISOR:**

Natasha Ejaz

Programs Manager

Center for Communication Program Pakistan

[natasha@ccp-pakistan.org.pk](mailto:natasha@ccp-pakistan.org.pk)

**MINIMUM QUALIFICATION:**

Following are the minimum eligibility qualifications required for Program Associate;

1. Fresh graduate in Bachelor/Masters preferably in Mass Communication, Media Sciences, Development Sciences or any Social Sciences.
2. Fluency in written and spoken English and Urdu.
3. Good command of MS Office is essential.
4. Prior experience in documentation is preferred.

**SUBMISSION DETAILS:**

Send your resumes to [jobs@ccp-pakistan.org.pk](mailto:jobs@ccp-pakistan.org.pk) no later than February 22, 2019.