**Karandaaz Pakistan**

**Terms of Reference for Project Management Service**

**Position: Project Coordination Officer (E-Credit Scheme, Punjab Agri Department)**

**Reporting Line: Associate Director Innovation**

**Location: Lahore**

**Duration: 120 Days (from Dec 2018 to April 2019)**

**Type: Individual**

**Position Summary:**

The candidate will be responsible for managing the operations of the E-Credit scheme at Punjab Agri Culture Department. The person will ensure coordination between internal and external stakeholders in day to day operations. The position requires analysis on farmer registrations and loan disbursement data, productive inference and problem resolution on operational matters of the E-Credit Scheme. The candidate is expected to be housed at Punjab Agri Department in Lahore for 4 months.

**Key Duties and Responsibilities:**

* Perform monitoring and track day to day activities of the banking services vendor for the Punjab E-Credit Scheme.
* Coordinate operational activities on behalf of Punjab Agri Department with all the stakeholders involved in E-Credit scheme.
* Provide trouble shooting and problem resolution by coordinating with internal relevant departments to ensure smooth business operations for the E-Credit Scheme.
* Daily tracking of farmer registrations, loans disbursed and other data analysis for reporting on the progress of the scheme.
* Provide support to E-Credit Scheme manager at Punjab Agri in all operational matters of the scheme.
* Provide periodic progress reviews to the Secretary Punjab Agri and his team.
* Coordinate discussions and meeting between different stakeholders and support effective decision making on operational matters.
* Maintaining data records and other information on E-Credit Scheme and support efficiently on data reporting matters.

**Reporting:**

The resource will be directly reporting to Associate Director Innovation, DFS or his assigned designee on the following lines:

* Weekly check in call / progress email
* End of Assignment Report capturing all learning from the project

**Candidate Profile:**

Education and Experience

* Bachelor's Degree in Engineering, Computer Sciences, business administration or related fields required from a renowned national- HEC recognized- or international university.
* Background with mobile financial services sector is preferred.
* Experience in managing operations of a banking services project will be preferred.
* Basic domain knowledge of the agriculture sector will be a plus.
* Basic understanding of agriculture value chain is desired.

**Skills and Competencies:**

* Excellent interpersonal skills with an ability to communicate with internal and external stakeholders.
* Excellent writing and presentation skills.
* Ability to think out of the box and solve day to day operational issues and communicate solution/ recommendations to a disparate group of stakeholders.
* Must be self-driven, highly organized and able to work and deliver in a diverse team.