

## ADVERTISEMENT

### REQUEST FOR APPLICATIONS / CV'S



Provincial Disaster Management Authority invite applications along with CV's for the Positions mentioned below.

1. **Protection Officer - Gender & vulnerable Groups inclusion (for Female Candidate only)**
2. **Support Staff (2 Positions - for Male Candidates only)**

*Note: The above Positions are Project based, for 2 years only.*



Applications & CV's may be submitted to the email mentioned below by July 18, 2024.

Job Description can be obtained by requesting to the following email

[policykpdrr@gmail.com](mailto:policykpdrr@gmail.com)

OR website

[www.pdma.gov.pk](http://www.pdma.gov.pk)

## **JOB DESCRIPTION OF PROTECTION OFFICER (GENDER AND VULNERABLE GROUPS INCLUSIONS).**

### **Job Summary**

The Protection Officer will support the GIZ project activities at PDMA KP by managing the protection concerns, ensuring the efficient implementation of protection and vulnerable groups data recordings, referrals and responding to the reported concerns in a timely manner. The individual will ensure case management of the GBV cases and reporting along with follow-up with the social protection concerns of the affected population during Disasters/emergencies.

### **Key Responsibilities**

- The protection officer for Gender and vulnerable groups inclusion is responsible for ensuring the safety, rights, and welling beings of vulnerable groups who are at risk due to their gender or belonging to vulnerable groups in the context of all stages of disasters.
  - this position involves implementing and coordinating programs and initiatives that promote gender equality and social inclusion, providing support to victims who face discrimination, violence or exclusion based on their gender or vulnerability.
  - Develop programs that focus on promoting gender equality and social inclusion of vulnerable groups.
  - Design activities and initiatives that address the specific needs of women and girls, Persons with Disabilities and marginalized groups in all stages of Disaster Management cycle.
  - Coordination with relevant stakeholders for effective implementation of project activities.
  - Gender mainstreaming and integration into all aspects of programing, activates to ensure equal opportunities and treatments for all genders.
  - Proving training and capacity buildings for stakeholders on gender and other protection Concerns.
  - Advocate for policy changes and reforms that promote gender equality.
  - Any other duty assigned by the management.
- 

## **JOB DESCRIPTION OF SUPPORT STAFF**

### **Job Summary**

The support staff will provide essential assistance to ensure the smooth operation of the department. This role involves a variety of support duties aimed at enhancing the efficiency and productivity of the team.

### **Key Responsibilities**

- Ensure the office is clean, organized, and presentable at all times.
- Perform daily cleaning tasks such as sweeping, mopping, dusting, and emptying trash bins.
- Maintain cleanliness of common areas, including restrooms, kitchens, and meeting rooms.
- Assist with the setup and arrangement of meeting rooms, including furniture and equipment.

- Serve beverages to staff and visitors as needed.
- Distribute and collect documents, files, and packages within the office.
- Assist with photocopying, scanning, and filing documents as required.
- Help with the receipt, storage, and distribution of office supplies and equipment.
- Support the logistics team in organizing and delivering materials for field operations and events.
- Ensure timely delivery of documents and packages to external stakeholders when needed.
- Greet and assist visitors, directing them to the appropriate person or office.
- Maintain a visitor log and notify relevant staff of visitor arrivals.
- Run errands such as purchasing office supplies, collecting mail, and making bank deposits.
- Assist with minor maintenance tasks and liaise with maintenance personnel for repairs.
- Support staff with any other duties as assigned to ensure the efficient functioning of the office.