

Establishment of Sub-Office of Human Rights in Merged Districts of Khyber Pakhtunkhwa.

Sr. No	Name of Post	Job Description
1.	Project Manager/ Deputy Director (PPS-08 equivalent to BPS-18)	<ul style="list-style-type: none"> ▶ Responsible for implementation of the project as per approved PC-I and report to the Director, RDHR, Peshawar ▶ Manage staff and activities of the project including financial and record management ▶ Prepare a detailed implementation schedule and annual work plan ▶ Responsible for delegating tasks to the project staff ▶ Prepare and submit progress reports as desired by the Ministry ▶ Submit quarterly physical and financial progress reports as required by Development Wing ▶ Evaluate Performance of project staff and provides guidance and feedback ▶ Evaluate Project Performance and identify bottleneck, if any. ▶ Build liaison with civil society organizations and other development partners including UNCTs, INGOs, NGOs, academia and media. ▶ Build liaison with government departments particularly district and local governments. ▶ Arrange meetings, seminars, workshops, human rights education and awareness programmes in the community. ▶ Any other assignment given by the higher authorities
2.	Assistant Director-I (Human Rights) (PPS-07 equivalent to BS-17)	<ul style="list-style-type: none"> ▶ Assist Project Manager to implement the project. ▶ To manage the case management protocols for the victims of the human rights violations, and ensure referral, rehabilitation, and reunification of the victims. ▶ Review and monitor human rights situation particularly human rights violations against women, girls, children, older persons, minorities, disabled and internally displaced person etc. ▶ Conduct research on the human rights issues in order to facilitate the Ministry for implementation of the international conventions. ▶ Collection and compilation of data on social, economic and environmental issues and human rights violations. ▶ Investigation of cases of human rights violations and recommends to relevant department or agency to remedial measures. ▶ Mobilization and sensitize communities on importance of education particularly girls and health related issues i.e. malnutrition, hygiene, safe drinking water and sanitation etc. ▶ Any other assignments as per project requirements or given by the higher authorities.
3.	Assistant Director-II (Legal) (PPS-07 equivalent to BS-17)	<ul style="list-style-type: none"> ▶ Assist Project Manager to implement the project. ▶ Conduct legal research on the human rights issues in order to facilitate the Ministry for implementation of the international conventions. ▶ Coordination with law fraternity, police and judiciary. ▶ Facilitate human rights victims in litigation and legal matters, appearance in

courts if required.

- ▶ Legal counseling and assist in referral services or litigations to proceed in the courts.
- ▶ Awareness among communities on legal and human rights.
- ▶ Capacity building and training programme of teachers, local government representatives and government officials on human rights, gender equality and women empowerment throughout the project life.
- ▶ Any other assignments as per project requirements or given by the higher authorities.
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