

## **Deputy Director /Project Manager**

Transgender Protection Centre:

- Responsible for implementation of the project as per approved PC-I.
- 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.
- Evaluate Performance of project staff and provides guidance and feedback.
- Evaluate Project performance and identify bottleneck, if any.
- Establish collaboration with Transgender Community and development partners including UNCTs, INGOs, NGOs, academia and civil society organizations.
- Build liaison with government departments particularly district and local governments, judiciary, hospitals and police.
- Arrange consultations with relevant stakeholders.
- Any other assignment given by the higher authorities

## **Assistant Director (Admin)**

Establishment of Project Planning and Monitoring Unit (PMU), Ministry of Human Rights.

- All Administrative functions of the projects and project staff in accordance with rules/regulations.
- Manage all administrative matters and manage personal files of project staff.
- Maintain attendance of project staff and process leaves of the project staff.
- Attend meetings and record notes for senior management.
- Coordinate and supervise the work of support staff.
- Assist Admin Wing in recruitment process for all project staff including placing job advertisement, tests, interview and process to fill vacant positions.
- Maintain register of regional/provincial quotes of all project staff.
- Conducting new employee orientation.
- Drafting the recruitment rules of various posts of development projects.
- Arrange capacity building trainings for the project staff.
- Carry out any other duties and assignment given by the competent authority or supervisor.