



Aga Khan Foundation Canada

Program	FOCUS HUMANITARIAN ASSISTANCE (FOCUS, PAKISTAN)
Position	RESOURCE MOBILISATION OFFICER

Description	<p>Aga Khan Foundation Canada (AKFC) is a non-profit international development agency, working in Asia and Africa to find sustainable solutions to the complex problems causing global poverty. AKFC concentrates on a number of specific development challenges in health, education, rural development and civil society. In Canada, AKFC raises funds, builds partnerships with Canadian institutions, and promotes discussion and learning on international development issues. Established in 1980, AKFC is a registered Canadian charity and an agency of the worldwide Aga Khan Development Network.</p> <p>Focus Humanitarian Assistance (FOCUS) Pakistan is the lead implementing agency for humanitarian assistance of the AKDN in Pakistan, and draws upon extensive experience in disaster management and response. FOCUS began its operations in Pakistan in mid 90s when the country was challenged by the huge influx of Afghan refugees. Approximately 43,000 members of the Afghan community were facilitated by FOCUS in repatriation.</p> <p>In 1999, FOCUS began its Disaster Risk Reduction (DRR) Programme with the name Preparedness, Mitigation & Prevention (PMP) with four strategic goals including (a) DRR (b) Disaster Response (c) IDP & Refugee Assistance and (d) Institutional Strengthening. The DRR encompasses the components of Hazard Vulnerability and Risk Assessments (HVRA), Community Based Disaster Risk Management (CBDRM) and School Safety Programme (SFP). The Community Based Disaster Risk Management (CBDRM) aims at establishing Local Community Emergency Response Teams (CERTs) for an organized and effective response capitalizing on the voluntary spirit amongst communities. To date as part of the CBDRM component FOCUS has established 152 CERTs with about 35,000 trained community volunteers on basic disaster response skills. The community preparedness is also supplemented with the provision of over 88 community stockpiles in the remote areas. These CERTs have responded to numerous local natural disasters. The efforts of FOCUS in preparing communities to respond to disasters were recognized globally by UNISDR by awarding UN-SASAKAWA – Certificate of Merit in 2009.</p>
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	<p>Position Description</p> <p>The Resource Mobilisation Officer will be responsible for supporting the Senior Programme Officer – Disaster Risk Management in drafting reports and project proposals, assist in implementing a long-term resource mobilisation strategy and action plan, improving the internal and external reporting and documentation and gathering information on donor policies and priorities. S/he will also work closely with the Communication Officer and the Programme team members on specific case studies, success stories, publications and research projects aligned with the mandate and strategy of FOCUS Pakistan.</p> <p>Specific Objectives include:</p> <ul style="list-style-type: none"> • Build capacity in local unit resources in the area of Resource Mobilisation. • Support the building of a strong network of international donor funding. • Liaise with donors keeping in view FOCUS funding strategies, practices and principles of other partner AKDN agencies. • Researching grants related to disaster management, enhancing communities’ resilience, climate change etc. <p>Key Responsibilities include:</p> <ul style="list-style-type: none"> • Provide research and advisory support to the Disaster Risk Reduction (DRR) Programme. • Formulate successful concept notes and proposals aligned with FOCUS’ mandate and strategy. • Develop capacity of the local staff by conducting training on report, proposal and grant writing. • Ensure follow-up on submitted funding proposals, liaise with donors, and incorporate changes and comments. • Support the implementation of a long-term resource mobilisation strategy. • Help improve internal and external documentation. • Provide programmatic support to management. • Coordinate, liaise and develop close relationship with key stakeholders, working in the field of disaster risk management. • Assist with the development and strengthening of relationships with International development agencies in the region. • Prepare presentations for governments and donors on potential FOCUS projects and programmes in order to generate interest. <p>In all activities, the Resource Mobilisation Officer will work closely with all relevant program and communication staff.</p>
Country	Pakistan
City	Islamabad

Duration	One year
Start Date	After February 2015
Qualifications and Competencies	<p>Ideal candidates will have:</p> <ul style="list-style-type: none"> • Bachelor’s or master’s degree or equivalent in a developmental studies, environmental studies or communication related subjects with 3-5 years of relevant work experience in research, humanitarian crisis/Disaster Management or work with development agencies/NGOs, fund raising and drafting and editing reports. • 3+ years of experience in grant management, proposal writing and resource mobilization. • Knowledge and skills in programme development and programme management. • Excellent communication skills. • Strong leadership skills and results-oriented. • Active team player, networker, and best practice provider. • Analytical skills and innovative thinking. • Excellent English writing and networking skills. • Strong problem solving, conceptual thinking, and communication skills. • Able to work both independently and within a team. • Skills in training and developing staff. • Fluency in English. <p>Assets include:</p> <ul style="list-style-type: none"> • Previous work experience in Asia. • Fluency in Urdu is desirable.
Deadline	<p>Interested applicants are encouraged to submit an application to hr@akfc.ca. Applicants should include their CV (not exceeding 3 pages), contact details of three professional references, example(s) of their written work and a covering letter explaining why they are best suited for the position.</p> <p style="text-align: center;"><u>Deadline: December 21, 2014 by 11:59pm EST</u></p> <p style="text-align: center;">Please note that due to the nature of funding for this position, the placement is only open to Canadian citizens or landed immigrants. <u>Only</u> shortlisted candidates will be contacted.</p> <p style="text-align: center;"><i>Aga Khan Foundation is an Agency of the Aga Khan Development Network</i></p>