

Terms of reference Project Officer Coordination

Background

Government of Punjab, Planning & Development Board in collaboration with World Bank Group (WBG) and multiple implementing agencies is implementing Punjab Tourism for Economic Growth (PTEG) Project with the total project cost of USD 55 million over five years (30th April 2023). The project aims to promote the tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab.

Objectives:

1. To support the Government of Punjab in implementing a cultural, heritage and tourism policy supported by comprehensive institutional reforms for effective implementation framework.
2. Leverage private sector's potential to create new economic opportunities for job creation, revenue generation, innovation, entrepreneurship and production efficiency increase.
3. To promote an environment of pluralism and tolerance in the Province through a raised awareness of a varied culture and heritage.

Major Responsibilities:

- Liaising and coordination with stakeholders and implementing partners e.g UNESCO and firms procured to carry out specific deliverables.
- Conduct technical studies and analysis as well as quality primary and secondary research to facilitate Project Team.
- Preparation of briefs, working papers, summaries, concept papers and proposals.
- Conduct policy analysis with analytical capacity and ability to synthesize project outputs and relevant findings for preparation of quality reports.
- Provide administrative and technical support to direct supervisor.
- Organize and participate in meetings, discussions, workshops as instructed by direct supervisor.
- Any other task assigned by Project Manager/Immediate supervisor.

Institutional Arrangements and Reporting:

It is recognized that activities may undergo with frequent changes in a view of dynamic environment and implementation operational and ground realities. Therefore, the individual is expected to be flexible and adapt to requirement of process. The Project Officer will report to the Project Manager, PTEGP.

Qualification & Experience:

- Master's Degree in Public/Social Policy, Public Administration, Economics, Finance, Business Administration and Management or related field from a reputed/ recognized foreign or a local university. Candidates with foreign qualifications will be preferred.
- At least 3 year of work experience in Public, Private or non-government Sector in relevant field.
- Prior experience of working in tourism sector and with multiple government departments and development partners will be highly preferred.
- Experience of working with international donor agencies will be preferred.
- Demonstrated and excellent report writing and presentation skills.
- Good communication skills.
- Ability to work independently, as well as in a team.
- Proficiency in Microsoft Office is highly preferred.