

Position Summary:

Position Title	Field Coordinator
Number of Position	02
Gender	Male & Female
Unit/Department	Program
Job type	Contractual
Contract Duration	01 year (Extendable)
Duty Station	Mirpurkhas & Sanghar
Project Title	Manzil Youth Empowerment and Leadership

Duties and Responsibilities

- To ensure identification of youth in target areas of respective district.
- Facilitate in the strengthening of youth groups (representing persons with special needs, minorities, transgender, young women)
- Support Youth-led enterprises and businesses generate income and create employment opportunities within their communities.
- Assist Youth Groups to participate in local developmental matters for increasing their voice and visibility to contribute a productive role.
- To facilitate and support Youth groups' meetings.
- To facilitate Youth-led grassroots organizations and networks spearhead initiatives in good governance, community development and climate resilience.
- To Ensure Youth are equipped and empowered to take on leadership roles within their communities and actively participate in provincial and national democratic and policy-making processes.
- Enhanced capacities of youth-led CSOs to act as first responders to humanitarian crises and to lead climate resilience (climate adaption and mitigation) initiatives. Youth-led CSOs projects and initiatives implemented to address specific community needs.
- To facilitate press conferences led by CSOs for improving the civic responsibility for inclusion of gender equity, climate sensitivity and youth's role at the district.
- To collect and document success stories and case studies for project activities with support of M&E
- To assist in collecting data, MoVs and writing weekly & monthly plans and reports. .
- To ensure support to the youth groups so they are capable of planning, implementing and managing activities/meetings for their ground level issues independently, related to Community Groups and other cross cutting themes.
- To facilitate district and Provincial youth consultation & coordination meetings
- To do follow up visits to Youth groups and timely submission of visit reports to the supervisor.
- To ensure communication with all stakeholders, especially academia, district government, relevant departments and CSOs is maintained regularly.
- To facilitate the Enterprise development officer in organizing and conducting the skills development related trainings and events.
- To ensure workshops and trainings are organized/delivered to Community groups, local authorities and other stakeholders to enhance their understanding and support on advocacy issues
- To assist in planning, coordination and meetings with relevant parties.

Required Qualification & Skills:

- Bachelor's or Master's degree in Social Sciences or relevant discipline
- Minimum 5 years of field experience in the non-profit sector.
- Experience in youth engagement and community mobilization.
- Skilled in stakeholder engagement and collaboration.
- Knowledge and experience of mobilization, especially on youth mobilization and youth groups formation.
- Proficiency in English language, both in writing and verbal communication
- Strong report writing skills
- well versed in MS office
- Substantial knowledge regarding the program management on field level
- Strong organizational and leadership skills
- Excellent communication and representative skills (written, oral, cross-cultural)
- Positive attitude and ability to multitask and deal with stressful situations.
- Ability to adapt within the working environment.
- Ability to work as part of a team.

How to Apply:

Interested candidates can apply through the application form link <https://forms.gle/3RsGUV8ZseeF12qZ7> by or before 5th December 2025.

If any need for clarification please contact through email hr@cssp.org.pk **Cell# 0336-3291938**

Note: Only short-listed candidates will be called for written test/ interview and organization reserves the right to cancel the advertised post. Local candidates are encouraged to apply. No TA/DA is admissible to candidates shortlisted for test/interview. Civil Society Support Program (CSSP) is equal opportunity employer, Females, Minorities and physically challenged candidates are encouraged to apply.