

Rural Support Programmes Network (RSPN)
Job Opportunities

RSPN is seeking applications for the following positions for its upcoming Nutrition related project in Punjab, Pakistan:

Position	Duty Station/Number of Position(s)	
Project Manager Application Deadline: October 18, 2026	Location	No. of Position(s)
	Islamabad	01
Monitoring & Evaluation Coordinator (Female) Application Deadline: October 18, 2026	Location	No. of Position(s)
	Islamabad	01
Social and Behaviour Change (SBC) Coordinator Application Deadline: October 18, 2026	Location	No. of Position(s)
	Mianwali/Khushab (The selected candidate will be in-charge of both Mianwali and Khushab Districts. She/He can be based in any of the district)	01
	Bhakkar/Layyah (The selected candidate will be in-charge of both Bhakkar and Layyah Districts. She/He can be based in any of the district)	01
	Dera Ghazi Khan/Taunsa/Kot Addu (The selected candidate will be in-charge of all three Dera Ghazi Khan/Taunsa/Kot Addu Districts. She/He can be based in any of the district)	01
	Bahawalnagar/Rahim Yar Khan (The selected candidate will be in-charge of both Bahawalnagar/Rahim Yar Khan Districts. She/He can be based in any of the district)	01

Nutrition & Development
Facilitator (NDF) (Female)

Notes: **Candidates who meet the required criteria and reside in the respective Tehsil in which position is based will be given preference for the position.**

Application Deadline:
October 23, 2026

Location (District)	Tehsil	No. of Position(s)
Bahawalnagar	Bahawalnagar	04
	Chishtian	02
	Fort Abbas	02
	Haronabad	02
	Minchinabad	02
Bhakkar	Bhakkar	04
	Darya Khan	02
	Kalur Kot	02
	Mankera	02
Dera Ghazi Khan	De-Excluded Area DG Khan	02
	Dera Ghazi Khan	06
	Kot Chutta	02
Khushab	Khushab	02
	Noorpur	02
	Nowshera	02
	Quaidabad	02
Kot Addu	Chowk Sarwar	02
	Kot Addu	06
Layyah	Choubara	02
	Karor Lal Esan	02
	Layyah	04
Mianwali	Isakhel	02
	Mianwali	02
	Piplan	02
Rahim Yar Khan	Khanpur	04
	Liaquatpur	04
	Rahim Yar Khan	04
	Sadiqabad	04
Taunsa	Koh Sulaiman	02
	Taunsa	04
	Wehova	02

Detailed Terms of Reference (ToR) can be viewed at: <https://rspn.org/opportunity-category/job-announcements/> or available below.

To apply, send your CV at: hr@rspn.org.pk, clearly stating the position and duty station applying for in the subject line.

Application Deadline:

October 18, 2026: For the positions of Project Manager, Monitoring & Evaluation Coordinator, and Social and Behaviour Change (SBC) Coordinator.

October 23, 2026: For the position of Nutrition & Development Facilitator (NDF) (Female).

RSPN is an equal opportunity employer committed to preventing sexual exploitation and abuse. All potential candidates will undergo background checks.

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Project Manager		
1.2 Category/Grade: Management - 4	1.3 Duty Station: Islamabad	
1.4 Reporting to: Project Manager: Chief Operating Officer, RSPN		
2.0 Job Responsibilities		
Purpose: The Project Manager leads RSPN's Programme Management Unit (PMU) and serves as the primary focal point for day-to-day project management and coordination with donor, government counterparts, implementing partners, and other key stakeholders. The PM is responsible for ensuring effective programme oversight, quality assurance, compliance with donor and organizational requirements, risk management, and the achievement of project objectives within the approved timeline and budget. Key Responsibilities 1. Provide overall leadership for project planning, implementation, monitoring, and adaptive management in line with the approved Project Document (PD), Project Monitoring Plan (PMP), and annual workplans, ensuring the timely and quality achievement of all three project outputs: Systems Strengthening, Early Childhood Nutrition and Development, and Maternal Nutrition. 2. Lead the Programme Management Unit (PMU) and provide technical and managerial supervision to the M&E Officer, Admin & Finance Officer, and four Regional SBC/BCC Coordinators, ensuring effective oversight of Nutrition & Development Facilitators (NDFs) across 43 Facilitation Centres in nine districts. 3. Undertake regular field monitoring visits, spending at least 50% of working time in project districts, to supervise implementation, observe field activities, verify reported results, provide on-site mentoring, and ensure quality service delivery. 4. Lead project planning, review, and performance management processes by chairing periodic planning and review meetings, monitoring progress against agreed targets, identifying implementation bottlenecks, documenting lessons learned, and ensuring timely corrective actions. 5. Oversee the recruitment, deployment, induction, performance management, and capacity development of project staff and NDFs, including orientation programmes, Training of Trainers (ToTs), refresher trainings, and coaching on nutrition, SBC, safeguarding, PSEAH, and data management. 6. Represent RSPN in provincial, district, and national coordination forums, technical working groups, review meetings, and other events organized by donor, the Government of Punjab, and development partners. 7. Ensure timely preparation and submission of high-quality technical, narrative, financial, and donor reports, maintain project performance monitoring systems, and track progress against agreed indicators, milestones, and logframe targets. 8. Coordinate closely with RSPN Head Office departments, including Operations, M&E, Gender & Safeguarding, Finance, Procurement, HR, and Internal Audit, to ensure quality implementation and timely follow-up on monitoring recommendations. 9. Ensure full compliance with RSPN policies and procedures, donor requirements, financial management, procurement, safeguarding, PSEAH, audit, and reporting standards throughout the project lifecycle.		

10. Identify, assess, and manage programmatic, financial, operational, safeguarding, and reputational risks, implementing appropriate mitigation measures to ensure uninterrupted project delivery.
11. Follow the code of conduct and PSEA policies. Participate in SEA training and awareness activities, including sharing materials. Report SEA allegations through the designated channels. Assist with investigations as needed; and Identify and mitigate SEA-related risks, particularly for staff involved in programme implementation;
12. Perform any other responsibilities assigned by RSPN management related to successful implementation of the programme.

3.0 Required Qualifications, Experience and Skills

3.1 Qualification: Master's degree in public health, Nutrition, Social Sciences, Development Studies, Project Management, or a related discipline.

3.2 Experience:

- Minimum 8–10 years of progressively responsible experience managing large-scale, multi-district donor-funded programmes in health, nutrition, social protection, Early Childhood Development (ECD), Social and Behaviour Change (SBC), or related sectors.
- At least three years of experience in a senior project management or programme leadership role with responsibility for managing multidisciplinary teams and project budgets.
- Strong understanding of nutrition-sensitive social protection, maternal and child nutrition, Early Childhood Development (ECD), Social and Behaviour Change (SBC), safeguarding, and health referral systems. Respectful counselling, community mobilization, facilitation, basic reporting.

3.3 Skills:

- Strong leadership, strategic planning, team management, coordination and stakeholder Engagement and staff mentoring skills.
- Sound knowledge of project planning, monitoring, evaluation, financial management, and donor compliance.
- Demonstrated commitment to safeguarding, PSEAH, gender equality, inclusion, and accountability to affected populations.
- Willingness and ability to undertake frequent travel (up to 50% of working time) across project districts.

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JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Monitoring & Evaluation Coordinator (Female)		
1.2 Category/Grade: Professional - 1	1.3 Duty Station: Islamabad	
1.4 Reporting to: Project Manager: Programme Manager M&E, RSPN		
2.0 Job Responsibilities		
Background and Purpose: The Monitoring and Evaluation (M&E) Coordinator is responsible for establishing and managing the project's Monitoring, Evaluation, Accountability and Learning (MEAL) system, ensuring high-quality data collection, verification, analysis, reporting, and utilization for evidence-based decision-making. The position supports adaptive programme management by maintaining robust monitoring systems, promoting data quality, generating performance evidence, and ensuring compliance with donor and organizational reporting requirements.		
Key Responsibilities 1. Develop, operationalize, and periodically update the Project Monitoring Plan (PMP) in consultation with the Project Manager and RSPN's Programme Manager M&E, ensuring alignment with the approved Project Document (PD) and donor requirements. 2. Design, maintain, and continuously improve monitoring tools, data collection instruments, reporting templates, registers, dashboards, and quality assurance mechanisms for all project interventions. 3. Establish and manage the project Management Information System (MIS) and ensure timely collection, consolidation, verification, analysis, storage, and reporting of programme data. 4. Monitor progress against all project indicators, milestones, and targets, maintaining updated indicator tracking tables with appropriate disaggregation by sex, age, disability, district, and other relevant variables. 5. Conduct routine data quality assessments, field monitoring visits, spot checks, and data verification exercises to ensure the accuracy, completeness, consistency, and reliability of project data. 6. Spend up to 50% of working time in project districts jointly with the Project Manager to monitor implementation, observe field activities, mentor field staff, validate reported results, and identify implementation challenges. 7. Consolidate, analyse, and interpret monitoring data to generate regular performance reports, dashboards, presentations, and evidence-based recommendations for programme improvement. 8. Support monthly, quarterly, and annual planning and review meetings by presenting performance trends, identifying implementation gaps, documenting lessons learned, and facilitating adaptive management. 9. Build the capacity of project staff, Regional SBC/BCC Coordinators, and Nutrition & Development Facilitators (NDFs) on monitoring systems, data collection protocols, reporting requirements, data quality standards, and accountability mechanisms. 10. Coordinate baseline, endline, assessments, surveys, implementation research, evaluations, and learning activities conducted by RSPN, donor, or external consultants, ensuring quality field implementation and documentation. 11. Prepare timely and high-quality M&E inputs for donor reports, management reports, success stories, case studies, factsheets, presentations, and other knowledge products.		

12. Maintain a secure and organized electronic and physical repository of monitoring data, supporting documents, verification records, and evidence in accordance with donor and RSPN requirements.
13. Promote accountability to beneficiaries by supporting feedback, complaint, and response mechanisms, documenting beneficiary feedback, and ensuring lessons learned inform programme implementation.
14. Follow the code of conduct and PSEA policies. Participate in SEA training and awareness activities, including sharing materials. Report SEA allegations through the designated channels. Assist with investigations as needed; and identify and mitigate SEA-related risks, particularly for staff involved in programme implementation;
15. Perform any other responsibilities assigned by RSPN management related to successful implementation of the programme.

4.0 Required Qualifications, Experience and Skills

4.1 Qualification: Master's degree in Statistics, Economics, Public Health, Social Sciences, Development Studies, Monitoring & Evaluation, or related discipline.

4.2 Experience:

- Minimum 5-7 years of progressively responsible experience in Monitoring, Evaluation, Accountability and Learning (MEAL) for donor-funded development or humanitarian programmes.
- Proven experience in quantitative and qualitative data collection, data quality assurance, data verification, analysis, visualization, and reporting.
- Proficiency in Microsoft Excel and experience with statistical and data management software such as SPSS, STATA, Power BI, KoboToolbox, ODK, or similar platforms.
- Experience coordinating surveys, evaluations, assessments, and field monitoring activities.
- Experience working with community-based programmes, social protection, nutrition, health, or Early Childhood Development programmes will be an advantage.

4.3 Skills:

- Strong analytical, quantitative, and problem-solving skills.
- Excellent report writing, data visualization, and presentation skills.
- Ability to work effectively with multidisciplinary teams and multiple stakeholders.
- Willingness and ability to undertake frequent travel (up to 50% of working time) to project districts.

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Social and Behaviour Change (SBC) Coordinator		
1.2 Category/Grade: Professional - II	1.3 Duty Station: Mianwali or Bhakkar, Khushab or Layyah, Dera Ghazi Khan or Taunsa or Kot Addu, Bahawalnagar or Rahim Yar Khan	
1.4 Reporting to: Project Manager: Project Manager		
2.0 Job Responsibilities		
Background and Purpose: The SBCC Coordinator is responsible for planning, coordinating, supervising, and assuring the quality of field implementation of Social and Behaviour Change (SBC), community engagement, and referral interventions across at least two assigned districts. The coordinator provides technical guidance, supportive supervision, and performance management to Nutrition & Development Facilitators (NDFs), ensures high-quality implementation of project activities, strengthens coordination with district stakeholders, and contributes to achieving project results through effective field leadership and adaptive management.		
Key Responsibilities 1. Lead and supervise day-to-day implementation of project activities across assigned districts, ensuring delivery in accordance with approved workplans, quality standards, and project targets. 2. Provide technical guidance, mentoring, coaching, and performance management to Nutrition & Development Facilitators (NDFs), ensuring high-quality delivery of SBC interventions and referral services. 3. Conduct regular field monitoring visits to Facilitation Centres and communities to observe counselling sessions, support group meetings, cooking demonstrations, outreach activities, and referral follow-up, providing supportive feedback and corrective actions where required. 4. Verify and validate field data through routine spot checks, monitoring visits, and record reviews, ensuring accuracy, completeness, and timely submission of reports. 5. Prepare district implementation updates, field monitoring reports, success stories, challenges, lessons learned, and recommendations for programme improvement. 6. Coordinate closely with district and tehsil offices, Department of Health, Facilitation Centre staff, Lady Health Workers, Community Health Inspectors, and RSPN community institutions to strengthen referrals, community mobilization, and service uptake. 7. Support recruitment, orientation, coaching, refresher training, and performance assessment of NDFs within assigned districts. 8. Facilitate implementation of community engagement activities, including mother and father support groups, adolescent engagement sessions, cooking demonstrations, awareness campaigns, and social mobilization events. 9. Participate in district coordination forums, technical meetings, joint monitoring visits, and stakeholder consultations representing RSPN. 10. Ensure compliance with safeguarding, PSEAH, gender equality, accountability, and beneficiary protection standards across all field activities, promptly reporting and escalating concerns. 11. Support donor monitoring missions, assessments, audits, surveys, and evaluations by facilitating field coordination and documentation. 12. Follow the code of conduct and PSEA policies. Participate in SEA training and awareness activities.		

including sharing materials. Report SEA allegations through the designated channels. Assist with investigations as needed; and Identify and mitigate SEA-related risks, particularly for staff involved in programme implementation; 13. Perform any other responsibilities assigned by Project Manager related to successful implementation of the programme.
5.0 Required Qualifications, Experience and Skills
5.1 Qualification: Bachelor's degree (master's degree preferred) in Public Health, Nutrition, Social Sciences, Development Studies, Community Development, Behaviour Change Communication, or a related field.
5.2 Experience: • Minimum 2-3 years of progressively responsible experience in managing and supervising community-based health, nutrition, Early Childhood Development (ECD), Social and Behaviour Change (SBC), or social protection programmes. • Demonstrated experience in field-level programme coordination and supervision of frontline teams, including community mobilizers, facilitators, health workers, or similar cadres across multiple geographic locations. • Experience managing implementation activities across multiple districts (preferably at least two districts simultaneously), including field monitoring, team supervision, coordination, and performance tracking. • Proven experience in delivering or supervising SBC/BCC interventions, community mobilization, counselling, behaviour change approaches, and referral mechanisms. • Familiarity with, government health/nutrition systems, Facilitation Centre models, community outreach approaches, or donor-supported programmes will be an added advantage. • Experience in training, mentoring, and coaching frontline workers, including facilitation of Training of Trainers (ToTs) and refresher sessions. • Willingness to be based in the assigned districts with frequent travel within the assigned geographical area.
5.3 Skills: • Ability to manage multi-district implementation, supervise frontline teams, monitor activities, and ensure achievement of project targets and quality standards. • Strong understanding of health and nutrition, SBC/BCC approaches, counselling, referrals, and community engagement interventions. • Proven ability to mentor and manage field teams, conduct trainings, and coordinate effectively with government departments, health workers, and community stakeholders. • Strong skills in field monitoring, data verification, reporting, documentation, safeguarding, PSEAH, gender, accountability, and beneficiary protection.

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Nutrition & Development Facilitator (NDF) (Female)		
1.2 Category/Grade: Support - 1	1.3 Duty Station: Mianwali, Bhakkar, Khushab, Layyah, Dera Ghazi Khan, Taunsa, Kot Addu, Bahawalnagar and Rahim Yar Khan	
1.4 Reporting to: Project Manager		
2.0 Job Responsibilities		
Background and Purpose: The Nutrition and Development Facilitator (NDF) is the frontline link between eligible Kafaalat households, Facilitation Centre (FC) services, LHW/community platforms and household-level behaviour change. The role is not intended to replace LHWs, LHSs, FC staff or health providers; rather, it supports donor's accountable community engagement/SBC contribution by mobilizing beneficiaries, improving counselling quality, supporting follow-up and helping families adopt practical nutrition and ECD behaviour.		
Priority Household Behaviors to Promote: The NDF will promote a focused life-cycle behaviour package, delivered through FC and community contacts on the following thematic areas:		
- Service uptake and continuity: eligible PBWs, children identified and registered, attend scheduled FC visits, complete referrals and return after missed appointments. - Maternal and adolescent nutrition: improved diet during pregnancy/breastfeeding; adherence to MMS and anaemia-prevention guidance where applicable; timely ANC/PNC and care-seeking. Infant and young child feeding: early initiation and exclusive breastfeeding for six months; timely, adequate, diverse and age-appropriate complementary feeding from six months. - ECD and parenting: responsive caregiving, play, talk, sing, storytelling, positive parenting, recognition of basic milestones and timely support for red flags. - Family and household support: engagement of fathers, mothers-in-law, grandmothers and decision-makers.		
Responsibility area	What the NDF will do	
A. Targeted outreach and mapping	Map Kafaalat households in the FC catchment; identify eligible PBWs, children 0–23/24 months, coordinate with BADs/POS agents, LHWs/LHSs and local structures, including Kafaalat payment days where feasible.	
B. Community engagement and SBC	Facilitate mother, father and adolescent peer groups; conduct household/group counselling; interpersonal counselling; engage fathers, grandmothers, religious/community influencers; identify top 2-3 barriers monthly and update the FC SBC micro-plan.	
C. FC-based counselling and ECD	Support short, practical counselling while beneficiaries wait; animate the Parenting and Nutrition Counselling Corner; demonstrate feeding, play, communication and responsive caregiving; support basic developmental monitoring/screening using approved tools and refer red flags.	
D. Follow-up and referral completion	Track missed visits, defaulters, SAM/MAM, PBWs/adolescent girls with nutrition risks, developmental red flags and incomplete referrals; support return-to-service counselling and referral completion for ANC, PNC, EPI, CMAM/NSC, anaemia and ECD concerns.	
E. Campaigns, AAP and feedback	Support WBW, Parenting Month, adolescent nutrition and other campaigns with practical demonstrations and consistent messages; ensure beneficiaries know entitlements, visit schedules, referrals and complaint/feedback channels; ensure consent and safeguarding.	

F. Monitoring and learning	Maintain simple trackers for outreach, counselling, sessions, referrals, missed visits, ECD screening/referrals, community feedback and service bottlenecks; submit monthly reports and use data/social listening to improve micro-plans.
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Frequency	Deliverable / performance focus
Monthly	FC-level SBC micro-plan; counselling/support group/session records; missed-visit and referral follow-up list; community insight/social listening note; AAP/feedback issues escalated.
Quarterly	FC catchment/Kafaalat beneficiary mapping update; success story with consent; review of support group functionality and referral completion bottlenecks.
Ongoing	Parenting and Nutrition Counselling Corner used; developmental red flags referred/followed; campaigns supported; service disruptions affecting uptake reported through agreed channels.

Coordination and Ways of Working

- Work through FCs and communities in an integrated weekly cycle; both FC and community work are core responsibilities. Coordinate with FC staff, district officials/ADs, POS agents, LHWs/LHSs, CMWs, vaccinators, health facility staff, local administration and community groups to avoid parallel systems.
- Use existing platforms where possible: LHW/community networks, mother/father/adolescent groups, BBCs/community groups, religious/community leaders, schools and campaign days.
- Escalate unresolved service, referral, safeguarding, AAP, commodity or access issues to the supervisor through agreed channels.

Accountability, Safeguarding and Do-No-Harm

- Adhere to RSPN Codes of Conduct, PSEA, child safeguarding, AAP, prevention of harassment, and ethical communication requirements, and participate in relevant training and awareness activities.
- Ensure confidential, respectful, non-stigmatizing, inclusive, and ethical engagement with women, adolescent girls, children, persons with disabilities, and other vulnerable households, including obtaining informed consent for photographs, videos, and stories.
- Identify and mitigate safeguarding and SEA-related risks and promptly report any allegations or concerns through established channels, while cooperating with investigations and follow-up actions as required.

6.0 Required Qualifications, Experience and Skills

3.1 Qualification: Minimum bachelor's degree (BA/BSc) in Social Sciences, Public Health, Nutrition, Social Work, Community Development, Education, or a related field.
3.2 Experience: • Candidates with relevant diploma/certification and strong community-level experience in health, nutrition, SBC, or social mobilization may also be considered. • Prior experience in community-based nutrition, health promotion, Social and Behaviour Change (SBC), Early Childhood Development (ECD), social protection, or community mobilization programmes is required. • Experience working directly with communities, including counselling, awareness sessions, household outreach, group facilitation, referrals, and behaviour change activities. • Experience engaging with women, caregivers, fathers, community leaders, and other household decision-makers to promote positive health and nutrition practices. • Previous experience working with government programmes, Nashonuma, health facilities, community health workers (e.g., LHWs), or NGO-supported community interventions will be an added advantage.

- Female candidates residing in or having strong familiarity with the assigned Facilitation Centre catchment area will be preferred to ensure community acceptance and effective outreach.
- Ability to maintain basic records, complete activity documentation, use mobile-based data collection tools, and submit timely reports.

3.3 Skills:

Strong ability to conduct household outreach, counselling sessions, group facilitation, and behaviour change activities.

Knowledge of maternal nutrition, MIYCN, MMS adherence, ECD, responsive caregiving, hygiene, and positive parenting.

Ability to engage families, community leaders, LHWs, health facilities and other stakeholders, including beneficiary identification, referrals and follow-up.

Ability to maintain accurate records, use mobile data collection tools, prepare reports, and comply with safeguarding, PSEAH, gender, inclusion and confidentiality requirements.

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