

Annex 1



Rural Health and Education Service Trust (RHEST)

Job Description: Senior Staff (Senior Management Team)

1. Solely responsible for the overall running of the project in acceptable manner
2. Responsible to prepare half yearly, annual report, financial report, case studies and any other reports as per the requirement of donor requirement.
3. Responsible to plan and prepare budget in timely manner.
4. Work in close coordination with Admin head and Executive director.
5. Assign the responsibility to project staff according to project's requirement & make sure that it is performed.
6. Responsible to supervise the work and each staff of the program.
7. Work in close coordination with related stakeholders and government bodies.
8. Assist in identifying donor opportunities, developing donor database, responding to donor tenders and call for proposals, developing grant proposals, writing appeals.
9. Representing the Organization at donor meetings and undertake follow-up of potential funding opportunities.
10. Developing external relationships with appropriate contacts, e.g. auditors, solicitors, partner, Bankers and others.
11. Work in close coordination with related stakeholders, partner organization and NGO and donors
12. Represent the Organization in front of other stakeholders, when necessary.

Working Conditions: The Assigned Employee will work in an office environment. Travel to Organization's service area may be necessary.

Reporting: The Assigned Employee should report to his/her immediate senior (i.e. Executive director).

Supervises: The Assigned Employee should supervise to his/her immediate junior (i.e. Program/Field Officers, Program Assistants).