



Job Description-Finance & Admin Coordinator

JOB DETAILS	
LOCATION	Karachi, Sindh
DURATION	Fixed Term, 12 months- extendable
PROJECT NAME	To Enable Sindh's Institutional Readiness for Climate Finance and Energy Governance
SALARY	Competitive
REPORTING LINE	Project Manager
CORE COMPETENCIES	Strong research and analytical capacity, financial analysis, climate finance understanding and assessment tools, data collection and policy evaluation.

About PIDC

Partners in Development and Consultancy (PIDC) is a national consultancy and development institute established in 2017, with offices in Islamabad and Karachi. PIDC provides high-quality services in strategic planning, applied research, policy analysis, capacity building, and institutional development to government, semi-government, and non-governmental organizations, as well as corporate and development sector institutions.

PIDC's expertise spans climate change and environmental management, governance and human rights, water and agriculture systems, economic development, and policy advocacy. Its multidisciplinary team includes senior academics, policy professionals, and technical experts who have contributed to major provincial and national initiatives across Pakistan. The organization's mission is to deliver evidence-based solutions, support institutional reform, and promote inclusive, sustainable development through policy engagement and knowledge generation

About the Project

The project "Sindh Institutional Readiness for Climate Finance and Energy Governance" aims to strengthen the capacity of key provincial institutions to access and manage climate finance and to improve energy governance frameworks in Sindh. Funded by the Tara Foundation, the one-year initiative (Nov 2025–Oct 2026) supports the Government of Sindh in developing a Climate Finance Needs Position Paper, conducting regulatory

and institutional analyses of the energy sector, and facilitating coordination among departments such as Energy, Climate Change, and Planning & Development. The project will also organize capacity-building workshops, policy consultations, and technical studies to enhance Sindh's readiness for international finance mechanisms such as the IMF's Resilience and Sustainability Facility (RSF) and the Green Climate Fund (GCF)

Role Overview

The Finance and Administration Coordinator will be responsible for managing the project's financial operations, administrative logistics, and compliance requirements in line with PIDC and donor standards. The position will ensure effective budgeting, expenditure tracking, procurement, and reporting, while providing administrative and logistical support to project activities. The coordinator will work closely with the Project Manager and PIDC's central finance team to maintain transparent and efficient financial and operational systems throughout the project cycle.

JOB REPORTS TO	Project Manager
ROLES REPORTING TO THIS JOB	Nil
BUDGET RESPONSIBILITY	Nil
GEOGRAPHICAL SCOPE	Sindh province with occasional engagement at federal level
KEY STAKEHOLDERS	Tara climate foundation Pakistan partners especially those working in Sindh- Energy, climate, coastal development and planning & Development Government of Sindh.

Key Responsibilities

- Manage project budgeting, accounting, and financial reporting, ensuring compliance with PIDC and donor guidelines.
- Track expenditures, disbursements, and cash flow, maintaining up-to-date financial records and supporting documentation.
- Prepare monthly, quarterly, and annual financial statements and support internal and external audits.
- Oversee procurement processes, including vendor selection, quotations, and contract management in line with PIDC policies.
- Maintain and monitor the project budget, alerting management to any variances or reallocation needs.
- Coordinate payroll, staff reimbursements, and consultant payments, ensuring accuracy and timeliness.
- Support administrative operations, including office management, logistics, inventory control, and event organization.

- Ensure compliance with taxation, audit, and financial regulations applicable to non-profit and donor-funded projects.
- Assist the Project Manager in preparing financial sections of donor reports and maintaining communication with the central finance office.
- Support the overall project administration, including documentation, filing, and coordination of logistical needs for workshops and field activities.

Core Competencies

- Strong understanding of budgeting, cash flow, and financial reporting.
- Ability to organize office operations, logistics, and procurement.
- Familiarity with financial requirements of international development projects.
- Commitment to transparency, accountability, and ethical financial management.
- Effective coordination with technical and research teams, vendors, and stakeholders.
- Proficiency in MS Excel, accounting software (e.g., QuickBooks, ERP), and digital documentation tools.
- Adaptability and Initiative – Ability to manage multiple priorities in a fast-paced, multi-stakeholder environment.

Qualifications

- Bachelor's degree in accounting, Finance, Business Administration, or a related field. (Master's preferred.)
- Experience: 1–2 years of professional experience in finance, grants management, or administration within the development sector.
- Proven experience managing budgets and compliance for donor-funded or government projects.
- Familiarity with Pakistan's financial and tax regulations, procurement processes, and audit standards.
- Strong command of Excel and financial reporting tools; experience with QuickBooks or similar software preferred.
- Excellent communication skills in English and Urdu; Sindhi proficiency is an asset.
- Demonstrated integrity, reliability, and commitment to transparent financial practices.