



## Job Description- Project Manager

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	Director
CORE COMPETENCIES	Program/Project Planning, implementation, budgeting, monitoring & evaluation (M&E), donor reporting, strong stakeholder coordination and resources mobilization.

### 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 Project Manager will lead the overall delivery of the project, ensuring that technical, administrative, and partnership objectives are met. The role requires understanding of energy sector regulation, climate finance mechanisms, and multi-stakeholder project management. The position will be central to coordination with Sindh government departments, donor partners, and research collaborators.

<b>JOB REPORTS TO</b>	Director PIDC
<b>ROLES REPORTING TO THIS JOB</b>	Total 4 [1 research associate, 1 data analyst, 1 finance consultant, 1 office boy] Interns and volunteers may be added
<b>BUDGET RESPONSIBILITY</b>	Pakistani Rs. 5-7 million
<b>GEOGRAPHICAL SCOPE</b>	Sindh province with occasional engagement at federal level
<b>KEY STAKEHOLDERS</b>	Tara climate foundation Pakistan partners especially those working in Sindh- Energy, climate, coastal development and planning & Development Government of Sindh.

## Key Responsibilities

- Lead the planning, execution, monitoring, and reporting of all project activities in line with donor requirements and PIDC standards.
- Oversee technical research, policy analysis, and institutional assessments related to climate finance, energy governance, and institutional capacity building in Sindh.
- Coordinate with the Sindh Energy Department, SEPR, Climate Change & Coastal Development Department, and other relevant stakeholders to ensure effective collaboration and data sharing.
- Supervise and mentor the project team (Research Associate, Data Analyst, Finance Consultant, and support staff)
- Manage work plans, budgets, procurement, and donor reporting, maintaining compliance with project and financial regulations.
- Ensure timely production and quality assurance of project deliverables, including the Climate Finance Needs Position Paper, institutional assessments, and policy recommendations.
- Facilitate multistakeholder consultations, workshops, and policy dialogues to strengthen institutional readiness for accessing climate finance and just energy transition.
- Liaise with Tara Foundation and collaborating organizations (e.g., CSSP, ACJCE, Knowledge Forum) for coordination, communication, and knowledge sharing.
- Support resource mobilization by contributing to proposal development, identifying new funding opportunities, and aligning with PIDC's thematic priorities.
- Promote knowledge dissemination and institutional visibility through communication materials, social media content, and stakeholder engagement.

## **Core Competencies**

- Capability to design, manage, and monitor projects involving multiple partners and government stakeholders.
- Good understanding of climate finance frameworks (e.g., GCF, RSF, NDCs) and Sindh's energy regulatory environment.
- Ability to build relationships with government departments, donors, and technical partners.
- Competence in budgeting, expenditure tracking, and donor reporting, ensuring accountability and transparency.
- Capacity to interpret policy documents, institutional frameworks, and financial data to generate actionable insights.
- Strong ability to supervise multidisciplinary teams and foster collaboration across diverse professional backgrounds.
- Excellent written and verbal communication skills for preparing reports, briefs, and high-level presentations.
- Familiarity with results-based management, indicators, and performance tracking systems.
- Proficiency with MS Office Suite and familiarity with data visualization or project tracking tools.
- Commitment to evidence-based decision-making, gender equality, inclusivity, and ethical project implementation.

## **Essential Qualifications and Experience**

- Master's degree in Energy Policy, Environmental Governance, Climate Finance, Public Policy, or Development Management.
- Minimum 2-3 years of experience in managing development or climate-related projects, including at least 2 years in a leadership or coordination role.
- Demonstrated knowledge of Pakistan's energy and climate policy landscape, including provincial–federal coordination mechanisms.
- Proven track record of working with donor-funded programs and managing multi-stakeholder partnerships.
- Excellent skills in project planning, reporting, and team supervision.
- Strong written and spoken communication skills in English and Urdu; proficiency in Sindhi is an asset.
- Experience with international climate finance mechanisms or energy sector governance will be highly desirable.
- Ability to work under pressure, manage competing priorities, and ensure timely delivery of quality outputs.