

Role: Country Manager – Pakistan

The World Federation of KSIMC (WF-AID & Education Programmes)

Location: Karachi or Islamabad, Pakistan

Reports to: TWF Chief Operating Officer with dotted line to the Secretary General of TWF in the UK

Contract: Full-time

1. Role Purpose

The Country Manager will oversee all TWF operations in Pakistan, including education, relief, economic upliftment, and community development programmes. The role requires strong leadership, financial discipline, strategic planning, operational excellence and the ability to build trusted relationships with local partners and other charities while ensuring compliance with UK charity governance standards.

2. Key Responsibilities

A. Strategic Leadership & Programme Oversight

- Provide overall leadership for TWF's Pakistan portfolio, ensuring alignment with organisational strategy and global humanitarian standards.
- Develop annual country strategies, workplans, and budgets.
- Lead programme design, implementation, monitoring, and reporting across education, relief, and economic upliftment sectors.
- Ensure all interventions are needs-driven, evidence-based, and sustainable.
- Provide strategic focus and identify key opportunities in education, housing, health and economic upliftment.
- Understanding of local regulatory framework and ensure highest level of governance and accountability

B. Needs Assessment & Programme Development

- Conduct comprehensive needs assessments using qualitative and quantitative tools.
- Identify gaps, risks, and opportunities for impactful interventions.
- Develop programme proposals with clear objectives, budgets, and implementation plans.
- Ensure community engagement and inclusion in programme design.

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C. Financial Diligence & Audit Trail Management

- Oversee financial management of all Pakistan operations, ensuring strict compliance with UK charity regulations.
- Maintain complete and transparent audit trails for all expenditures.
- Implement internal controls, risk mitigation measures, and financial reporting systems.
- Work closely with WF Finance teams to support audits, donor reporting, and compliance reviews.

D. Monitoring, Evaluation & Impact Assessment

- Develop and implement Monitoring, Evaluation, Accountability & Learning (MEAL) frameworks.
- Track progress using measurable KPIs such as:
 - Beneficiary reach
 - Cost-per-beneficiary
 - Programme completion rates
 - Income upliftment metrics
 - Education performance indicators
 - Sustainability and long-term outcomes
- Produce high-quality impact reports for donors, trustees, and stakeholders.
- Ensure data integrity and evidence-based decision-making.

E. Relationship Management & Stakeholder Engagement

- Build and maintain strong relationships with local implementing partners, community leaders, government bodies, and donors.
- Conduct due diligence and capacity assessments of partners.
- Represent WF in external forums, coordination meetings, and sector networks.
- Strengthen WF's reputation as a trusted humanitarian and development actor in Pakistan.

F. Team Leadership & Capacity Building

- Recruit, mentor, and manage the Pakistan country team.
- Provide coaching, performance management, and professional development opportunities.

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- Create an efficient structure that optimises the resources available and empowers employees and nurturing of talent.
- Foster a culture of accountability, learning, and ethical conduct.
- Ensure safeguarding, protection, and anti-fraud policies are fully implemented.

G. Compliance, Governance & Risk Management

- Ensure all operations comply with WF policies, UK charity law, and Pakistan regulatory requirements.
- Maintain updated risk registers and mitigation plans.
- Oversee safeguarding, data protection, and ethical standards across all programmes.
- Ensure safe, secure, and compliant field operations.

Remuneration – Based on level of experience and market standards

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