

PROGRAM OFFICER

TERMS OF REFERENCE (TORs)

Project Background:

The Punjab Clean Air Program (PCAP) is a strategic, multi-sectoral initiative launched by the Government of Punjab with the support of the World Bank. Its core objective is to address the growing air pollution crisis across the province through integrated policy actions, technological interventions, institutional strengthening, and behavioral change campaigns. The Program targets both urban and rural sources of air pollution, including transport emissions, industrial discharges, agriculture practices (such as crop residue burning), waste management inefficiencies, and construction activities. The program emphasizes collaboration across key departments, including Environment Protection, Agriculture, Transport and Planning & Development Board.

Objective:

The Program Officer will support the Punjab Clean Air Program (PCAP) in the planning, implementation, monitoring, and reporting of program activities. The role will ensure timely execution of work plans, effective coordination with internal teams, government departments, donors, and other stakeholders, and compliance with organizational and donor requirements. The Program Officer will be responsible for tracking progress against agreed targets, preparing reports, facilitating stakeholder engagement, and supporting evidence-based decision-making through data collection and analysis.

Key Responsibilities:

- Support the development and implementation of program work plans in alignment with PCAP's objectives and organizational priorities.
- Monitor project timelines, deliverables, and budgets to ensure that activities are completed within schedule and resources are effectively utilized.
- Identify risks, challenges, and implementation bottlenecks, and propose mitigation strategies to ensure smooth program execution.
- Facilitate communication and coordination among internal teams, implementing agencies, government departments, donors, and partner organizations to ensure timely delivery of results.
- Represent PCAP at meetings, workshops, and stakeholder consultations as delegated by senior management.
- Track program performance against defined Key Performance Indicators (KPIs) and contribute to results monitoring under RA1–RA3 and IPF activities.
- Collect, analyze, and compile program data to support evidence-based decision-making and performance reporting.

- Prepare progress reports, working papers, presentations, and briefing notes for senior management, government counterparts, the World Bank, and other stakeholders.
- Support the preparation, monitoring, and management of program budgets and procurement plans in coordination with the accounts/finance team.
- Monitor expenditures to ensure compliance with financial management policies, donor guidelines, and government procedures.
- Assist in the preparation of financial and programmatic reports required by the World Bank and other stakeholders.
- Maintain accurate and comprehensive records of program activities, meetings, decisions, and outcomes to ensure institutional memory and accountability.
- Draft reports, proposals, and communication materials for internal and external audiences, including donors and government agencies.
- Ensure program activities comply with organizational policies, donor requirements, and applicable legal and regulatory frameworks.
- Perform any other tasks assigned by the Program Director or senior management to support the effective implementation of PCAP.

Qualifications & Experience:

- Master's or equivalent (sixteen years of education) degree in Project Management/ Social Sciences/ Economics/ Statistics/ Business Administration or equivalent from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan
- Minimum Five (05) years' of post qualification proven experience in relevant field
- Experience of working in development Programs, preferably foreign assisted Programs will be preferred

Reporting

The Program Officer shall report to the Program Director or relevant specialists. He/she will work in close coordination with the Program Manager & Team at PCAP-CMU and other members of the PCAP team.

Duration of contract:

The Program Officer will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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