4. ADVERT No PAK-PO/004/2026– PROGRAMMES OFFICER II – PAK 8- 02 POSTS

Remuneration

Salary Scale : 36,500x3,000-45,500x3,500-59000

Commuter Allowance :4,000

House Allowance : 10,000

Other Benefits:

Medical Cover: (as per the Agency's cover)
Leave Allowance: (at the prevailing rates)

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have: -

i. Bachelor's degree in any of the following fields: Education, Sociology, Development studies, Business Administration, Economics & Statistics, Commerce, Finance, Project Planning and Management, Business Management/Administration, Political Science/ Government, International Relations and Diplomacy or an equivalent qualification from a recognized institution and;
ii. Proficiency in Computer Applications.

Duties and responsibilities at this level will entail;

i. Assist in organizing and coordinating programme activities.
ii. Support data entry and record-keeping for programme participants.
iii. Facilitate communication with Award Leaders, volunteers, and participants.

iv. Assist in distributing programme materials and resources.
v. Participate in basic monitoring of programme activities and reporting.
vi. Provide logistical support for training, events, and field activities.
vii. Support the use of digital platforms like the Online Record Book.
viii. Maintain and update programme records and documentation.
ix. Perform administrative tasks related to programme operation