

Manager Operations

KDSP – Islamabad Chapter



Responsibilities:

- Follow through on commitments and ensure timely processing and reporting.
- Lead the design, implementation, and evaluation of projects aligned with KDSP's mission and objectives.
- Collaborate with teams to ensure successful project delivery, monitoring progress, and reporting on results.
- Support the development and implementation of systems and procedures that maintain accurate administrative and legal records, ensuring legal compliance at the branch level.
- Work with the Head of Operations to ensure all administrative and financial policies are adhered.
- Provide operational support to all staff at the branch, ensuring office resources and logistical needs are met.
- Implement administrative policies and processes within the branch to optimize efficiency.
- Supervise financial practices at the branch level, ensuring they align with organizational policies and standards.
- Assist in the planning, development, and delivery of the branch's external engagements, including communications, public relations, and building relationships with key local stakeholders.
- Assist in developing strategies to increase donations and secure sponsorships for initiatives.
- Collaborate with the Head of Operations in managing the branch's annual fundraising budget and events calendar.
- Plan and execute fundraising events, ensuring effective budget management, stakeholder engagement, invitations, sponsorships, and logistics are in place.
- Ensure all event deliverables meet the organization's standards and timeline requirements.
- Any other tasks assigned by Management.

Requirements:

- Master's degree in Social Sciences or Management (preferred).
- 3-5 years of work experience in the social development sector (preferred).
- Excellent written and verbal communication skills.
- Excellent analytical, team leadership, and interpersonal skills.

To apply, please email your CV at **jobs@kdsp.org.pk**
Please mention the position title in the subject line.



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Plot 41/E, 1, Block 6,
PECHS, Karachi



021-34315377, 021-34395377,
0334-3355377