

# Manager Family Support



## Responsibilities:

- Lead the research and design of all emotional, informational and financial support programs and services for parents and caregivers in Family Network.
- Implement, manage, supervise all emotional, informational and financial support programs and services and monitor and evaluate their effectiveness for the Family Network.
- Develop annual departmental objectives and calendar of activities and manage their timely execution and monitoring.
- Develop SOPs for all aspects of service functions and supervise their implementation.
- Conduct Family First Contact meetings as needed.
- Monitor and ensure accuracy of all data and records related to the Family Network.
- Liaise with relevant departments to have the concerns and needs of parents and caregivers addressed and follow through on the effectiveness of the intervention provided.
- Research/initiate new avenues and areas within Family Support and facilitate in identifying and liaising with external organizational for collaborations.
- Any other task as assigned by the Management.

## Requirements:

- Minimum Bachelor's degree from an HEC recognized institution.
- Minimum 4-5 years of relevant work experience.
- Exceptional written and verbal communication skills in English & Urdu.
- Must have excellent creative skills.
- Highly organized, responsible and compassionate.
- Must be able to work in close collaboration with peers.
- Ability to take full ownership of tasks and work independently without constant supervision.
- Demonstrate ability to work independently as well as part of a team.

To apply, please email your CV at **[jobs@kdsp.org.pk](mailto:jobs@kdsp.org.pk)**  
Please mention the position title in the subject line.



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