



**Position: Project Coordinator**

**Organization: Cynosure**

**Background:**

Cynosure (<https://www.cynosure-intl.com>) is an International Development Consultancy firm that provides research and management services to clients such as the United Nations, World Bank, ADB, AusAID, JICA and other international donors in Pakistan.

We are currently seeking a dynamic individual for the position of **Project Coordinator**. The incumbent will be responsible for preparing winning proposals to institutional clients such as the UNDP, World Bank, Asian Development Bank, Government agencies, and international NGOs.

**Job Responsibilities** (include but are not limited to):

- Undertaking necessary research for development of proposals, reports, presentations, etc.;
- Assisting in development of data collection tools;
- Assisting in analysis of information gathered from primary or secondary sources i.e. make tabular formats, fact sheets, graphs and reports on research results in order to summarize them;
- Studying requests for proposal (RFPs) and determining proposal concept by identifying and clarifying opportunities and needs;
- Reviewing and editing sections drafted by other contributors;
- Obtaining management approvals by reviewing, revising and editing draft proposals with Managing Director/ Director Business Development;
- Meeting deadlines by establishing priorities and target dates for information gathering, writing, review, and approval; and coordinating requirements with contributors; etc.;
- Contributing to organizational knowledge management through maintaining internal files and databases;
- Maintaining a filing system for all proposals and assignment activities, reports, and analysis.

**Key Requirements:**

- An individual with a Bachelor/Master degree in business, agriculture, environment, international relations, media studies, social sciences, or related field;
- Two to three years of experience, preferably in an organization working in the international development sector, such as an NGO, consultancy firm, etc.;

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- Excellent research and writing skills, prior experience in proposal development and/or report writing will be preferred;
- Good knowledge of MS Office (Word, Excel, and Power Point);
- Ability to summarize complex documents, and identify client compliance requirements in tender and related documents;
- Ability and willingness to work overtime when deadlines approach;
- Comfortable with continuous quality management, process improvement, coordination, and strategic planning mechanisms;
- Enjoys working in a fast-paced team environment, with proven ability to prioritize multiple tasks and work efficiently and independently, and within strict deadline oriented environment; and
- Disposition to work in small and dynamic teams

We offer a working environment where independence and initiative are rewarded. In this position, you may get the chance to visit different regions of Pakistan, work directly with some of the leading development sector professionals of the country, enjoy flexible working hours, and create boundless opportunities for personal and professional growth.

Interested applicants are requested to submit their CV to [nadya.zaidi@cynosure-intl.com](mailto:nadya.zaidi@cynosure-intl.com)

**Please include the position title in the subject line when emailing your CV.**