



MOJAZ FOUNDATION

VACANCY ANNOUNCEMENT

MOJAZ Foundation envisions sustainable economic development by creating opportunities for people to escape out of poverty and improve their lives. MOJAZ Foundation is working across Punjab, Khyber Pakhtoonkhwa & Sindh to provide financial services, improve livelihoods, humanitarian assistance and social sector services. Presently, we are seeking applications from committed and energetic individuals for the following position based at Narowal.

Program Manager-Sector Development & Compliance:

Number of Post: 01
Duty Station: Narowal
Reporting Line: Chief Executive Officer
Job Status: Permanent

- Official residence will be provided to out stationed candidate
- Extensive travel is part of job

Responsibilities and Tasks:

1. Overseeing and monitoring the implementation of the compliance program, functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the organization.
2. Planning and Development of new Products, their testing, marketing, training and launching
3. To liaison with microcredit field team to get feedback from the market to develop/improve product specifications and monitor post launch progress of lending product
4. To prepare business strategies for asset products based on research and analysis of growth trends
5. To liaison with microcredit field team to get feedback from the market to develop/improve product specifications and monitor post launch progress of lending product
6. Collaborates with other departments (e.g., Risk Management, Internal Audit, etc.) to direct compliance issues to appropriate existing channels for investigation and resolution.
7. To provide support, direction, credit Information, and loan policies and procedures to ensure the overall quality of the Organization's lending portfolio

8. To enable business to maintain portfolio quality through data analysis and both internal and external feedback
9. Review audit reports of internal / External Auditors and donors monitoring reports and ensure that corrective measures are promptly taken
10. Providing information requested by regulatory and rating agencies
11. Preparation and interpretation of all credit risk reports (unit's monthly and quarterly reports, credit exposures, performing and default loans etc.)
12. Facilitate the implementation of risk management and control practices within the organization
13. Preparing proposals for grants and liaison with donors
14. Review Management Information System (MIS) and ensure timely updation of all data for reports extraction and analysis

Skills/Qualification:

- Master degree holder in Management, social science/Development Studies from recognized institution
- Minimum 7-10 Years of relevant Work Experience in NGOs/INGOs, Micro-Finance Institutions (MFIs) or banking.
- Must have sound knowledge and experience of product development and quality assurance.
- Willing to undertake regular field visits and interact with community members and different stakeholders.
- Computer skill particularly Microsoft Word, Excel, ACCESS, Power Point; and Familiar with computer-based analysis and data-bases.
- Good oral and written communication and interpersonal skill.
- Ready to take initiatives and willing to work late hours and on weekends during emergencies and genuine need basis.
- Highly organized, attention to detail and strong quantitative and qualitative analytical skills

**Interested Candidates may send their resume with cover letter to the Program Manager-
Human Resource-MOJAZ Foundation, Opposite DCO House, Narowal
Or
jobs@mojaz.org
(Preference will be given to the applications received through post)**

**Please mark the envelop/ subject line with the position you are applying for,
last date for applying is July 12, 2016**

Only short listed candidates will be called for an interview

We are an equal opportunity employer

Women and Persons with Disabilities (PWDs) are especially encouraged to apply