



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 & Sindh to provide financial services, improve livelihoods, humanitarian assistance and social sector services. The Foundation has its mandate to provide financial and non financial services to the poor and vulnerable segments of the society to improve their economic conditions. Currently, MOJAZ Foundation is seeking applications from energetic and committed individuals for the following positions based at Narowal.

1. Program Officer-IT

Number of position: 01

Location: Head Office, Narowal

Salary Package: Rs. 20,000 to 25,000

Reports to: Program Manager-Sector Development & Compliance

* Official residence will be provided to out stationed candidate

Tasks and responsibilities:

- To provide technical support to requests from users for all Personal Computer (PC) hardware and Software;
- To develop and maintain data bases for projects and programmes as and when required;
- Networking, Internet Access, and Data backups;
- Provide technical assistance to MOJAZ Staff;
- Ensure the smooth IT operations at all MOJAZ office;
- Troubleshooting of computer software's, installation of software's installation drivers, secure computer systems using Antivirus protections etc.;
- Maintain proper inventory of all the assets (computers, printers, capital items and furniture/fixtures etc.) of office;
- Update & maintain website of MOJAZ Foundation;

Skills/Qualification:

- Must have a Bachelor degree in IT , Computer Science, or equivalent
- Should have minimum work experience of 01 year

- Experience and knowledge of SQL code and PHP code
- Experience with MS Office products
- Experience and/or knowledge of various networking systems concepts including email, firewall,
- client-servers, network security, network protocols, etc
- Previous experience with computer and printer repair.
- Work independently and under pressure with challenging deadlines
- Must show aptitude and desire to learn new skills on the job.
- Willing to travel extensively in field offices of MOJAZ

2. Project Coordinator-Interest Free Loan (IFL)

Number of Post: 01

Duty Station: Narowal

Salary Package: Rs. 30,000 to 40,000

Reports to: Regional Program Manager

* Official residence will be provided to out stationed candidate

* Extensive travel is part of job

Responsibilities and Tasks:

- Plan, execute and manage project in accordance with agreed deliverables and standards;
- Develop comprehensive project implementation plan; and manage the assigned project to meet the project objectives within budget and allotted time frame.
- Provide strong leadership of the assigned project, working to ensure both short / long-term positive impacts and outcomes.
- Develop and implement an appropriate and effective strategy, setting clear objectives and indicators for activities in consultation with other concerned staff and, where appropriate, with the local communities.
- Continuously monitor and supervise project activities, implementation and evaluation of progress through outputs and impacts using both quantitative and qualitative data.
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project.

- Ensure accurate and timely reporting of activities according to MF standards, donor and other applicable timeframes and formats.
- Facilitate regular staff meetings to ensure awareness of project objectives, and opportunity for feedback.

Skills/Qualification:

- Master degree holder in related discipline from recognized institution
- Minimum 5 Years of relevant Work Experience in NGOs/INGOs particularly credit (micro-finance) program.
- Excellent report writing skills must be able to prepare weekly, monthly reports & other reports.
- Strong command on MS Word, Excel and PowerPoint will be preferred.
- Good Communication and interpersonal skills.
- Command on local languages will be an added advantage

**Interested Candidates may send their resume with a covering letter to the
Program Officer-Human Resource-MOJAZ Foundation, Opposite DCO House,
Narowal**

You can also send your CVs at jobs@mojaz.org

**Please mark the envelop/ subject line with the position you are applying for,
last date for applying is March 10, 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;**