



# MOJAZ FOUNDATION

## VACANCY ANNOUNCEMENT

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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. Branch Incharge**

Number of position: 01

Location: District Narowal

Salary Package: Negotiable

Reports to: Area Manager

\* Official residence will be provided to out stationed candidate

### **Tasks and responsibilities:**

- Identify the areas suitable for microfinance operation and assign them to Loan Officers for program implementation;
- Ensure that each Loan Officer has monthly action plan for group formation, disbursement of loan and target achievement;
- Ensure that microfinance operation is undertaken in cost and time effective manner;
- Provide support and guidance to both Loan Officers and group/ members as and when required;
- Assist Loan Officers to prepare village profile of the working villages;
- Make sure that the loan applications and other documents are filled correctly and accurately;
- Conduct social and technical appraisal of the loan applicants;

- Deal with delinquent loans, making full loan recovery;
- Provide timely information to the Manager Micro-Finance/ management regarding programme indicators for effective monitoring.

**Skills/Qualification:**

- The candidate must be holding bachelor's degree from a reputed institution;
- Three years of experience in microfinance operations at least one year experience in supervision;
- Computer skills (MS word & MS Excel);
- Good interpersonal communication skills;
- Hardworking, learning aptitude and honest;
- Age limit Between 25-35 Years;

**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](mailto: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;**