



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. The Foundation has established its partnership with leading donor to implement its WASH project. Currently, MOJAZ Foundation is seeking applications from energetic and committed individuals for the following position based at Tehsil Chishtian, District Bahawalnagar.

Project Manager

Number of Post: 01

Location: Bahawalnagar

Responsibilities and Tasks:

- Plan, execute and manage project in accordance with agreed deliverables and standards;
- Develop comprehensive project implementation plan; and manage the assigned WASH project to meet the project objectives within budget and allotted time frame.
- Provide strong leadership of the assigned WASH project, working to ensure both short / long-term positive impacts and outcomes for the beneficiaries.
- Develop and implement an appropriate and effective WASH strategy, setting clear objectives and indicators, for WASH activities in consultation with other WASH staff and, where appropriate, with the local communities.
- Continuously monitor and supervise WASH activities, overseeing the technical design, execution 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 UN standards, donor and other applicable timeframes and formats.
- Facilitate regular staff meetings to ensure awareness of project objectives, and opportunity for feedback.
- Manage the WASH budget for the assigned project and ensure all expenses are according to budget and meet donor standards with regard to financial management, including accountability and good governance.
- Ensure that all activities and resources are implemented and handed over or ended in a way that promotes local capacities and sustainable operations

Skills/Qualification:

- Master degree holder from recognized institution
- Minimum 5 Years of relevant Work Experience in NGOs/INGOs.
- Knowledge on Pakistan Approach Total Sanitation, Community Led Total Sanitation and School Led Total Sanitation will be plus
- Able to interact in remote areas with the diverse stakeholders.
- Good report writing skills (MS Word, Excel and PowerPoint).
- Good Communication and interpersonal skills

- Ready to take initiatives and willing to work late hours and on weekends during emergencies and genuine need basis.
- Command on local languages will be an added advantage.

Sanitation Marketing Specialist

- Number of Post: 01
- Location: Bahawalnagar

Responsibilities and Tasks:

- Develop a successful sanitation marketing strategy and create linkages between the Communities.
- Establish Sanitation mart to cater the need of the communities and achieving project activities in order to ensure availability of sanitation products in Project areas by using "4Ps" Promotion, Product, Price and Place for the communities/Project for achieving its objectives.
- Create demand and supply in sanitation sector through the provision of catalogues of toilet designs, trainers guide and ensure provision of materials.
- Help plan and implement capacity building activities in BCC tasks directed at improving families' key hygiene and sanitation practices
- Lead the implementation sanitation marketing activities at village level, including mobilization, preparation, regular supervision and monitoring for improvement and solution to increase water and sanitation access
- Close coordination with programme team for timely implementation of project interventions, formulating behavior change promotion strategy, data collection and field documentation
- Strategize the work to promote community participation using IEC material
- Document and design monitoring systems to see the impact of sanitation marketing and other organization interventions.
- Coordinate and liaise with government line departments (Public Health Engineering Department, Education Department and other line departments)
- Develop periodic reports and regularly update the WASH data-base

Skills/Qualification:

- Master degree holder from recognized institution
- Knowledge on Pakistan Approach Total Sanitation (PATS), Community Led Total Sanitation (CLTS) and School Led Total Sanitation (SLTS) is must
- Relevant experience on sanitation marketing in development sector
- Ability to work independently and with diverse teams.
- Good communication and interpersonal skills and ability to establish and sustain partnerships and working relations.
- Excellent computer skills
- Command on local languages will be an added advantage.

Field Engineer

- Number of Post: 01
- Location: Bahawalnagar

Responsibilities and Tasks:

- Carry out technical assessments at field level for low cost toilet construction.
- Conduct the sanitation situational assessments in target areas.

- Conduct the feasibilities, design and BOQs development.
- Help and plan construction related activities at assigned sites.
- Implement and monitor day-to-day construction activities according to BOQs and drawings in collaboration with the skilled and unskilled labor.
- Prepare regular reports on the progress of construction for the assigned sites.
- Ensure the quality and quantity of material at field as per BOQs and according to way bills.
- Ensure work complete as per construction work plan and schedules
- Resolve the conflicts on construction site using mobilization tools with support of social organizers.
- Ensure safety procedures and rules are respected in the field by all workers.
- Maintain good communication with all stakeholders

Skills/Qualification:

- Diploma in Civil Engineering/public health engineering with excellent knowledge of water supply & Construction
- At least two years of practical experience in water and sanitation projects with I/NGOs
- Good understanding of low cost and environment friendly sanitation.
- Excellent communication skills
- Command on local languages will be an added advantage.

Social Organizer

- Number of Post: 06 (03 male, 03 female)
- Location: Bahawalnagar

Responsibilities and Tasks:

- Introduce MOJAZ Foundation project and conduct meetings in community on importance of health, hygiene and sanitation
- Develop profile of the villages/area, assist local community in addressing advocacy and development issues and develop linkages/networking with the Govt. Line Agencies and other similar organizations for intervention of MOJAZ WASH project
- Arrange; conduct training for community related to social organization and capacity building.
- Identification/capacity building of Community Resource Persons
- Hold dialogue on project interventions with all stakeholders
- Formations/capacity building of village sanitation committees and school WASH clubs
- Conduct baseline and end line studies tailored for WASH project
- Identification of local mason to train them on sanitation activities
- Facilitation for establishment and strengthening of sanitation marts and establishing mechanisms for procuring material for subsidized latrines and promotion of low cost materials
- Assist in participatory latrine design development with communities
- Assist communities in construction of latrines along with technical support of field engineer
- Resolve community conflicts regarding project activities through dialogue and resolution processes along with mobilization tools
- Prepare community action plan for the WASH project activities along with Community resource persons and village sanitation committees
- Assist in database punching

Skills/Qualification:

- Bachelor's degree holder from recognized institution
- Knowledge on Pakistan Approach Total Sanitation (PATS), Community Led Total Sanitation (CLTS) and School Led Total Sanitation (SLTS) will be plus
- Minimum 2 Years of relevant Work Experience in NGOs/INGOs.
- Able to interact in remote areas with the diverse stakeholders.
- Good communication skills (Presentation Skills).
- Strong interpersonal skills (Coordination).
- Ready to take initiatives and willing to work later hours and on weekends during emergencies and genuine need basis.
- Command on local languages will be an added advantage.

Admin Assistant

- Number of Post: 01
- Location: Bahawalnagar

Responsibilities and Tasks:

- Supervise and maintain general discipline of office,
- Procurement of all expendable and non-expendable supplies/items in a transparent manner,
- Maintain proper inventory of all the assets (computers, printers, capital items and furniture/fixtures etc.) of MOJAZ Foundation,
- Manage motor pool and ensure regular maintenance of all vehicles,
- Adoption and /or application of prudent administrative procedures to conserve MOJAZ Foundation operational resources-resulting in reduction of expenses, elimination of abuse, waste and increasing efficiency and cost effectiveness,
- Make lodging, boarding, transportation and other logistical arrangements for guests/visitors to MOJAZ Foundation meetings,
- Draft routine letters, memorandums, office orders etc.
- Organize functions and events as required,
- Notification of office timings and public holidays etc,

Skills/Qualification:

- Bachelor's degree holder from recognized institution
- Knowledge on Pakistan Approach Total Sanitation (PATS), Community Led Total Sanitation (CLTS) and School Led Total Sanitation (SLTS) will be plus
- Three years working experience of administration with in development Sector.
- Have expertise in financial management.
- Honesty & integrity is the key requirement of the position

Finance Assistant

- Number of Post: 01
- Location: Bahawalnagar

Responsibilities and Tasks:

- To maintain the financial records of project and facilitate the required funds to the relevant staff.

- To maintain organization's financial and administrative matters including consolidated accounts, and reconciliation;
- Timely submission of donor's financial reporting (Statement of Expenditures-SOEs);
- Liaison with Banks/ Financial Institutions for financial transactions;
- Handle all the cash transaction, review the receipt and payments slips;
- Manage and maintain record of petty cash, utility bills and office operations/ maintenance and repair.
- Prepare budget in line with project activities

Skills/Qualification:

- Bachelor's degree holder from recognized institution
- Knowledge on Pakistan Approach Total Sanitation (PATs), Community Led Total Sanitation (CLTS) and School Led Total Sanitation (SLTS) will be plus
- Three years working experience in finance related activities with an NGO/Development Sector.
- Must have expertise in financial management.
- Honesty & integrity is the key requirement of the position

Security Guard

- Number of Post: 02
- Location: Bahawalnagar

Responsibilities and Tasks:

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Answer telephone calls to take messages, answer questions, and provide information during non- business hours or when switchboard is closed.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.

Skills/Qualification:

- Must be Middle Pass
- Relevant working experience with a well known organization at least of one year;
- Age limit Between 25-45 Years

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

**Please mark the envelop/ subject line with the position you are applying for,
last date for applying is April 26, 2014**

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;**