



MOJAZ FOUNDATION
VACANCY ANNOUNCEMENT

MOJAZ Foundation (MF) is a not for profit organization, registered in 2008 under Societies Registration Act 1860. The organization aims to support most vulnerable and marginalized people through providing financial and non-financial services on sustainable basis. MOJAZ Foundation has established partnership with Water Aid Pakistan to implement the project "Scale-up of MHM in ICT" in Islamabad. We are seeking applications from committed and motivated individuals for the following positions. Preference will be given to the local applicants.

Project Coordinator: Positions-01

Location: Islamabad

Gender: Female

Position reports to: Head of Programmes

Job Responsibilities:

- Plan, execute and manage project in accordance with agreed deliverables and standards;
- Work closely with senior management to make sure that the scope and direction of the project is on track and as per schedule
- Develop comprehensive project implementation plan; and manage the assigned project to meet the project objectives within budget and given time frame;
- Perform risk management to minimize project risks
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project;
- Establish coordination and communication mechanisms with key stakeholders including government officials
- Organise events and supervise/ conduct trainings
- Any other task assigned by the management;

Key Qualifications:

- Masters in Social Sciences from recognized institution;
- Minimum 05 years of relevant Work Experience on WASH project, having prior knowledge of MHM is also desirable
- Strong team management and leadership skills
- Able to work under tight deadlines
- Excellent report writing skills;
- Excellent computer skills
- Good Communication and interpersonal skills;

Monitoring & Evaluation Officer cum training officer: Positions-01

Location: Islamabad

Gender: Female

Position reports to: Coordinator-M&E

Job Responsibilities:

- Develop systematic and realistic monitoring plans that capture the necessary quantitative and qualitative data for reporting on project performance indicators;
- Define key project performance indicators and monitor them throughout the project's duration;
- Develop M&E tools in line with M&E strategies to be used throughout the program;
- Responsible for data entry, database maintenance, and coordination with other project staff for preparing reports as per donor requirements.;
- Compile appropriate data and prepare narrative reports for submission to the Project Coordinator;
- Maintain up-to-date project data and be able to provide this to project staff as necessary;
- Perform regular field visits to review the implementation of project activities
- Develop Training Modules and conduct trainings as and when required
- Perform related duties as assigned.

Key Qualifications:

- Master's Degree in Social/ Management Sciences;

- Minimum of 3 years working of relevant MER experience;
- Highly organized, attention to detail and strong quantitative and qualitative analytical skills;
- Computer skill particularly Microsoft Word, Excel, ACCESS, Power Point; and Familiar with computer-based analysis and data-bases;
- Willing to undertake regular field visits and interact with project participants
- Good oral and written communication and interpersonal skill;
- Proficiency in English, both verbal and written.

Mobilization Officer: Positions-05

Location: Islamabad

Gender: Female

Position reports to: Project Coordinator

Job Responsibilities:

- Form and train WASH Groups in selected Girl schools
- Organize awareness raising sessions on Menstrual Hygiene Management, Safe water and sanitation for girl students
- Prepare daily reports
- Assist Project Coordinator in carrying out project activities and in organizing events
- Establish regular communication and coordination with project school teachers and students
- Provide assistance in monitoring project activities
- Assist in KAP data collection
- Maintain project documentation as per approved checklist
- Any other task assigned by the supervisor.

Key Qualifications:

- At least bachelor's degree holder in related discipline from recognized institution however master's degree holders will be given preference;
- At least 2 year experience in community mobilization;

- Possess leadership & problem solving skills and adaptability;
- Efficient in managing community as well as team problems;
- Willing to undertake regular field visits and interact with community members and stakeholders;

Project Field Engineer: Positions-01

Location: Islamabad

Gender: Male/Female

Position reports to: Project Coordinator

Job Responsibilities:

- Develop detailed designs and working drawings for School WASH infrastructure
- Prepare construction specifications, cost and material estimates, project schedules and reports
- Produce material quality inspection reports after physical verification of material dumped on site by project vendors
- Produce construction progress reports against agreed schedules to be shared with management and donor
- Conduct or supervise inspection and testing of construction materials
- Conduct meetings and negotiate with project vendors based on project staff feedback on construction quality and motivate them for rectifications/corrections if necessary accordingly
- Oversee all construction activities including girl's friendly toilet with incinerator, group hand washing station, rehabilitation of water point to insure accessibility.
- Prepare and orient school wash groups and school management on operations and maintenance of WASH infrastructure in schools
- Prepare and sign completion certificates from vendors and hand over to school management

Key Qualifications:

- Diploma of Associate Engineering in Civil technology or relevant discipline with atleast 10 years of working experience with I/NGO on community/ school construction work
- Understanding of WASH program concept and having knowledge on MHM/ Girl Friendly Toilet design is desirable

Admin & Finance Officer: Positions-01

Location: Islamabad

Gender: Male

Position reports to: Programme Manager Admin

Job Responsibilities:

As, **Admin & Finance Officer** you will be assisting **Programme Manager Admin** in the following duties / assignments;

- Supervise and maintain general discipline of project support/auxiliary staff;
- Procurement of all expendable and non-expendable supplies/items in a transparent manner as per policy;
- Maintain proper inventory record of all the assets (computers, printers, capital items and furniture/fixtures etc.) of project & MOJAZ Foundation;
- Manage motor pool and ensure regular maintenance of all vehicles;
- Make lodging, boarding, transportation and other logistical arrangements for guests/visitors to MOJAZ Foundation meetings;
- Maintain vehicles log books;
- Prepare and maintain daily petty cash closing on daily basis and report to Head office;
- Manage all procurement transaction as per policy;
- Any other task assigned by the Management;

Key Qualifications and requirement:

- Bachelor's or higher degree in Accounting and Finance preferably B.Com/M.Com/MBA Finance
- 03 years of relevant professional experience, preferably with NGOs in the field of admin & finance;

- Honesty & integrity is the key requirement of the position

Office Assistant: Positions-01

Location: Islamabad

Gender: Man/Woman

Position reports to: Project Coordinator

Job Responsibilities:

As, **Office Assistant** you will be assisting **Project Coordinator** in the following duties / assignments;

- To type and prepare documents as required.
- To greet visitors and senior members of the organization; answer phone and receive messages sent to the organization.
- To provide assistance to staff members like answering, receiving phone calls and taking messages.
- To be in charge of maintaining the records of the organization
- To be responsible for sending mails at requests.
- To be responsible for maintenance, upgrade and development of data collection system of the organization to satisfy the required standards.

Others duties assigned by the supervisor.

Key Qualifications:

- Bachelor's or higher degree with 03 years of relevant professional experience, preferably with NGOs in the field of admin & finance;
- Honesty & integrity is the key requirement of the position

Interested Candidates may send their resume with a covering letter at

jobs@mojaz.org

Mention name of the position in subject

Please apply early and don't wait for the deadline.

**Positions maybe closed early than the deadline upon selection suitable candidates
against advertised positions**

Last date for applying is September 07, 2018.

Only short listed candidates will be called for an interview

TA/DA is not admissible

MOJAZ Foundation is an equal opportunity employer