



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 position based at Islamabad.

Program Assistant-IT

Number of position: 01

Location: Liaison Office, Islamabad

Tasks and responsibilities:

- To provide technical support to requests from users for all Personal Computer (PC) hardware and Software;
- To assist 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;

Additional responsibilities:

- Ensure that all financial transactions in office are being made following proper guide lines of financial & accounting manual;
- Handle all the cash transaction, review the receipt and payments slips;

- Procurement of all expendable and non-expendable supplies/items in a transparent manner;
- 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 held in the Head Office.

Skills/Qualification:

- Must have a Bachelor degree in IT , Computer Science, or equivalent
- Should have minimum work experience of 3-6 Months
- 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.

**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 May 30, 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;**