



# 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, Khyber Pakhtoonkhwa & Sindh to provide financial services, improve livelihoods, humanitarian assistance and social sector services. MOJAZ Foundation has established its partnership with Water Aid Pakistan to implement project "Let's break silence and talk about MHM" in Islamabad. For the implementation of said project, we are seeking applications from committed and energetic female individuals for the following positions. Preference will be given to the local female applicants.

**Project Coordinator:** Positions-01

**Location:** Islamabad

**Gender:** Female

**Position reports to:** Head of Programmes

**Job Responsibilities:**

As, **Project Coordinator** you will be assisting **Head of Programmes** in the following duties / assignments;

- 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 given time frame;
- Continuously monitor and supervise project 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 donor and other applicable timeframes and formats;
- Any other task assigned by the management;

**Key Qualifications:**

- Master degree holder in related discipline from recognized institution;
- Minimum 05 Years of relevant Work Experience on MHM and WASH related infrastructure;
- Able to interact in remote areas with the diverse stakeholders in particular with Govt. departments;
- 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;
- Experience working department schools

**Monitoring & Evaluation Officer:** Positions-01

**Location:** Islamabad

**Gender:** Male/Female

**Position reports to:** Programme Manager-M&E

**Job Responsibilities:**

As, **M&E Officer** you will be assisting **Programme Manager-M&E** in the following duties / assignments;

- Responsible for conducting Monitoring and Evaluation activities & response;
- Facilitate in reports required for submission to donors and for the organizational internal decision making;
- Produce project monitoring reports as result of field visit report;
- Ensure project quality and accountability through regular monitoring of project activities
- Track progress against work plan
- Manage Complaint Redresses Mechanism at the remote site
- Collection all project relevant data on prescribed formats in a timely manner
- Facilitate KAP and Baseline/End line studies and also produce success stories/case studies

- Ensure branding as per donor and organization internal protocol

**Key Qualifications:**

Holder of Master's Degree in Social/ Management Sciences;

- Minimum of 3 years working experience in conducting M&ER activities;
- 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 community members and different stakeholders;
- Good oral and written communication and interpersonal skill;
- Proficiency in English, both verbal and written.

**Social Organizer:** Positions-04

**Location:** Islamabad

**Gender:** Female

**Position reports to:** Project Coordinator

**Job Responsibilities:**

- Introduce project and partners involved
- Conduct Knowledge Attitude and Practices survey in the selected schools
- conduct meetings with selected schools management including head mistress and teachers
- Form and train WASH clubs in selected schools
- Organize awareness sessions on Menstruation hygiene management, Safe water and sanitation
- Arrange; conduct training for wash club members related to social organization and capacity building.
- Aware and mobilize school girls and conduct meetings with wash club regarding project activities, their roles and responsibilities.
- Make use of IEC material for effective dissemination of key messages related to MHM and WASH

- Monitoring and reporting of project activities progress against DIP
- Generate means of verification as per approved LFA
- Written and verbal reporting on progress to the project Coordinator
- 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 Engineer:** Positions-01

**Location:** Islamabad

**Gender:** Male/Female

**Position reports to:** Project Coordinator

**Job Responsibilities:**

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

- Develop engineering designs and drawings from preliminary concepts and sketches
- Prepare construction specifications, cost and material estimates, project schedules and reports
- Supervise or conduct field surveys, inspections or technical investigations of topography, soils, drainage and water supply systems, road and highway systems, buildings and structures to provide data for engineering projects
- Conduct or supervise inspection and testing of construction materials
- May supervise, monitor and inspect construction projects.
- Civil engineering technicians perform some or all of the following duties:
- Assist in developing engineering specifications and drawings

- Perform other technical functions in support of civil engineering activities.
- Oversee all construction activities including girl's friendly toilet with incinerator, group hand washing station, rehabilitation of water point to insure accessibility.

**Key Qualifications:**

- Completion of a two- or three-year college program in civil engineering technology or a closely related discipline is usually required for civil engineering technologists.
- Completion of a one- or two-year college program in civil engineering technology is usually required for civil engineering technicians.
- Certification in civil engineering technology or in a related field is available through provincial associations of engineering/ applied science technologists and technicians and may be required for some positions.
- A period of supervised work experience, usually two years, is required before certification.

**Admin & Finance Officer:** Positions-01

**Location:** Islamabad

**Gender:** Male/Female

**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 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:**

- 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:** Male/Female

**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

**Security Gaurd:** Positions-01

**Location:** Islamabad

**Gender:** Male

**Position reports to:** Programme Manager Admin

**Job Responsibilities:**

As, **Security Gaurd** you will be assisting **Programme Manager Admin** in the following duties / assignments

- Primary certificate holder, army retired person will be preferred
- 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.
- Escort or drive motor vehicle to transport individuals to specified locations and to provide personal protection.
- Drive and guard armoured vehicle to transport money and valuables to prevent theft and ensure safe delivery

**Interested Candidates may send their resume with a covering letter at**

**[jobs@mojaz.org](mailto:jobs@mojaz.org)**

**Mention name of the position in subject**

**Last date for applying is November 13, 2017.**

**Only short listed candidates will be called for an interview**

**TA/DA is not admissible**

**MOJAZ Foundation is an equal opportunity employer**