



# MOJAZ FOUNDATION

## VACANCY ANNOUNCEMENT

MOJAZ Foundation, a national level NGO is seeking applications from energetic and committed individuals for the following position based at District Bahawalnagar to implement the project titled "Take a Child to School" granted by the British Council.

### **Project Coordinator**

Number of Post: 01

Location: Narowal

Reports to: Regional Programme Manager

Salary Package: Rs. 35,000/-

### **Responsibilities and Tasks:**

- Lead the project team for effective implementation of the project;
- Coordinate and communicate with partners/internal stakeholders to coordinate project delivery and to deal with day-today project delivery issues
- Ensure active engagement of community from project inception to end;
- Capacity building of project staff to achieve defined deliverables of the project;
- 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.
- Identify project indicators, and prepare all project reports in a timely manner;
- Ensure proper documentation of all project activities and monitor project implementation by following donor's project procedures (project, financial and risk reporting) to ensure compliance with all systems and standards
- Identify challenges and risks and provide recommendations to enhance quality of the project;
- Ensure proper project visibility and MOJAZ branding;
- Present periodic project progress reports as per prescribed formats to the MOJAZ Management in a timely manner.

### **Skills/Qualification:**

- Master degree in related discipline from recognized institution;
- Knowledge and understanding of education system at district level;
- Experience of leading, supervising and coaching staff and community;
- Encourages, supports and promotes continued learning for self;
- At least 3 to 5 years' experience of community-based project management particularly related to education projects;
- Candidate should be smart and articulate with good communication & presentation skills, report writing and computer skills.

**Interested Candidates may send their resume with a covering letter on**  
[jobs@MOJAZ.org](mailto:jobs@MOJAZ.org)

**(Please summarize your CVs to 02 pages)**

**Last date for applying is **January 12, 2015****

**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;**