



# 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. 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 positions based at District Narowal to implement project “Social Audit of a Public School in Narowal” with the financial support from Open Society Foundations:

### **Project Coordinator**

Number of Post: 01

Location: Narowal

### **Responsibilities and Tasks:**

- Lead the project team and Social Audit Committee for effective implementation of the project;
- Coordination with key stakeholders involved in Social Audit i.e. government departments, community, school management and school councils;
- Effective pre-audit planning and delivery of quality social audit reports;
- Ensure active engagement of community from inception to end;
- Capacity building of project staff and Social Audit Committee to achieve defined deliverables of the project;
- Coordination and collection of information from different sources;
- Organize and manage Public Hearings;
- Identify project indicators, and prepare all project reports in a timely manner;
- To ensure proper documentation of all project activities and monitor project implementation;
- Identify challenges and risks and provide recommendations to enhance quality of the project;

- Ensure proper project visibility and MOJAZ branding;
- To present periodic project progress reports as per prescribed formats to the MOJAZ Management in a timely manner.

### **Competencies:**

- Knowledge of Social Audit, Right to Information Act-Punjab and other related subjects;
- Strong analytical skills, Knowledge, understanding and practical implementation of Public Expenditure Tracking Survey technique for social audit and transparency;
- 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;
- Excellent report writing and computer skills.

### **Skills/Qualification:**

- Master degree in Economics, Business Administration, Sociology, Public Policy or equivalence;
- At least 3 to 5 years' experience of community-based project management particularly related to accountability and auditing of education projects;
- Candidate should be smart and articulate with good communication and presentation skill.

### **Social Organizer**

Number of Post: 04 (02 male, 02 female)

Location: Narowal

### **Responsibilities and Tasks:**

- To support community based social audit and provide necessary mobilization support;
- Contact the opinion leaders in the communities to establish early rapport building;
- Organize project orientation meetings with the community to give awareness on the project and related benefits;
- Facilitate small and large community meetings for the formation of Social Audit Committee;
- Formation and capacity building of Social Audit Committee;
- Facilitate community in data collection, analysis and dissemination;

- Organize and make arrangements for public hearing;
- Assist Project Coordinator in development of a clear work plan for the community; mobilization activities of the project with the aim to complete the activities within the time frame of the project;
- With the support of community interact and dialogue with government departments, school management and other key stakeholders.

### **Competencies:**

- Understanding of organizational structure of government at district level;
- Familiarity with basic concept of social mobilization;
- Demonstrated willingness to learn and work with people for community development;
- Able to spend extended periods with communities;
- Excellent oratory skills in local language;
- Good communication skills (Presentation Skills);
- Strong interpersonal skills (Coordination).

### **Skills/Qualification:**

- Bachelor's degree holder from recognized institution;
- Minimum 2 Years of relevant Work Experience in NGOs/INGOs.

## **Finance & Admin Officer**

Number of Post: 01

Location: Narowal

### **Responsibilities and Tasks:**

#### **Administration**

- 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.) allocated to the project;
- Make lodging, boarding, transportation and other logistical arrangements for project staff;
- Organize meetings/gathering/functions and events as required by the project.

#### **Finance**

- Prepare project budget in line with project activities under the guidance of Project Coordinator;
- To maintain the financial records of the project and facilitate the required funds release to the project staff;
- 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.

### **Competencies:**

- Demonstrated willingness to learn and work with team;
- Excellent understanding of financial concepts and expertise in financial management;
- Good communication skills (Presentation Skills);
- Strong interpersonal skills (Coordination).

### **Skills/Qualification:**

- Bachelor's degree holder from recognized institution;
- Three years working experience in finance related activities with an NGO/Development Sector.

## **Monitoring & Evaluation Officer**

Number of Post: 01

Location: Narowal

### **Responsibilities and Tasks:**

- To take lead in the monitoring and evaluation of the project activities;
- To develop a detailed Implementation plan to monitor the project progress on regular basis;
- To prepare all important events reports;
- To prepare special reports of the project for social media and MOJAZ website;
- To prepare Inception, Interim and Competition reports for the donor;
- To prepare a short pamphlet on the project;
- To measure the progress against indicators periodically;
- To document success stories and prepare case studies and lessons learnt report;

- To facilitate the IT person in the video documentation of the project;

**Competencies:**

- Highly organized, attention to detail and strong quantitative and qualitative analytical skills;
- Computer skill particularly Microsoft Word, Excel, ACCESS, Power Point;
- A solid understanding of development issues
- Thorough understanding of Microfinance and basic understanding of agriculture sector;
- Willing to undertake regular field visits and interact with community members and different stakeholders;
- Familiar with computer-based analysis and data-bases;
- Good oral and written communication and interpersonal skill;
- Proficiency in English, both verbal and written.

**Skills/Qualification:**

- Master's degree holder in Social/Management Sciences from recognized institution;
- Minimum 2 Years of relevant Work Experience in NGOs/INGOs.

**Interested Candidates may send their resume with a covering letter to the  
Program Officer-Human Resource at MOJAZ Foundation, Opposite DCO House,  
Narowal or "jobs@MOJAZ.org"**

**Please mark the envelop/ subject line with the position you are applying for,  
last date for applying is January 13, 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;**