

Programme Manager Sector Development & Compliance: Positions-01

Location: Narowal

Reports to: Chief Executive Officer

Job Responsibilities:

- To prepare business strategies for asset products based on research and analysis of growth trends
- Planning and Development of new Products, their testing, marketing, training and launching
- To identify target segments, selling strategies, and market positioning
- To liaison with microcredit field team to get feedback from the market to develop/improve product specifications and monitor post launch progress of lending product
- To provide support, direction, credit Information, and loan policies and procedures to ensure the overall quality of the Organization's lending portfolio
- To enable business to maintain portfolio quality through data analysis and both internal and external feedback
- Providing information requested by regulatory and rating agencies
- Preparation and interpretation of all credit risk reports (unit's monthly and quarterly reports, credit exposures, performing and default loans etc.
- Define credit approval framework for SME lending and recommend credit approval limits in line with Organization's policy
- Perform direct supervisory duties of department staff, and coordinates with other departments for smooth functioning of organizational operations
- Facilitate the implementation of risk management and control practices within the organization
- Lead market studies, products/services design, tests and roll-out, while providing the relevant capacity(provision of policies, procedures, guidelines, training, coaching)
- Preparing proposals for grants and coordination with donors
- Defining the targeted products terms, conditions, procedures and required systems
- Develop & improve product manuals / product programs/SOPs
- Review Management Information System (MIS) and ensure timely updating of all data for reports extraction and analysis

- Any additional task assigned by the management

Key Qualification:

- Holder of Master's Degree in business administration or equivalent to the relevant field;
- Minimum of 05 years working experience;
- Team spirit and leadership qualities;
- Willingness to learn and adjust with the technological expansions;
- Well organized, diligent and proactive;
- Able to work with people at all levels across the programme /project hierarchy;
- Strong communication and interpersonal skills, that is the ability to effectively present ideas, both verbally and visually;

Media & Communication Specialist: Positions-01

Location: Islamabad

Reports to: Head of Programmes

Job Responsibilities:

- Compile regularly updated promotional material describing Mojaz's projects and programmes for various audiences and for posting on the organization's website, e.g., stories, case studies, project profiles/reports, organizational profile and photos;
- Conceive ideas from the documents/information provided for preparing visibility materials;
- Proofread and edit all publications before dissemination/printing;
- Prepare Communication Strategy for Mojaz;
- Prepare project communication strategies as and when required;
- Develop content for Brochures, Newsletters and Annual Report. ;
- Organize press briefings and public events;
- Prepare and issue press release on major happenings and coordinate their printing in local and national Urdu/English/regional dailies;
- Build capacity of implementing staff to contribute to development of promotional materials including newsletters, beneficiary interviews/case studies, etc.;
- Maintaining a record of all reports issued and documented;
- Support programme and project staff in organizing and managing events such as trainings, exposure visits, seminars, workshops, press conferences and field visits as required;
- Use of social media for promotional and advocacy purpose;
- Develop IEC material for programmes and projects as and when required;

- Ensure translations and composing of text in local languages;
- Ensure effective internal and external communication with multiple stakeholder;

Key Qualification:

- Holder of Master's Degree in Communication Studies/Design/English or equivalent to the relevant field;
- Minimum of 05 years working experience;
- Friendly with need basis field visits;
- Team spirit and leadership qualities;
- Willingness to learn and adjust with the technological expansions;
- Well organized, diligent and proactive;
- Able to work with people at all levels across the programme /project hierarchy;
- Strong communication and interpersonal skills, that is the ability to effectively present ideas, both verbally and visually;
- Strong organizational skills, attention to details and the ability to work under pressure and deadline-oriented;
- Willing to undertake regular field visits and interact with community members and different stakeholders;
- Computer skills particularly Microsoft Word, Excel and Power Point;
- Ability to work in Photoshop, Corel draw, illustrator and publisher; video editing software for documentaries.