



# MOJAZ FOUNDATION

## VACANCY ANNOUNCEMENT

MOJAZ Foundation envisions sustainable economic development by creating opportunities for poor 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. Presently, we are seeking applications from committed and energetic individuals for the following position based at Narowal.

### **Assistant Program Officer-Quality Assurance & Compliance:**

Number of Post:	05
Duty Station:	District Narowal
Reporting Line:	Program Manager-Sector Development & Compliance
Job Status:	Permanent

- Extensive travel is part of job

### **Responsibilities and Tasks:**

- Appraise credit cases socially and technically,
- Identify, assess and monitor the compliance risk;
- Ensure compliance to Organization's policies & procedures regarding microfinance operations;
- Plan & perform visits to field & sample clients to evaluate compliance to the applicable policies & procedures
- Ensure that each Unit's management keeps and maintain complete set of records as required under Policies & procedures
- Highlight issues or concerns discovered in the course of their compliance reviews
- Report to Manager Compliance in case any non-compliance is identified during field visits operations
- Facilitate in conducting complaint & fraud investigations if reported from any staff

- Follow up the issues or concerns highlighted during the compliance reviews and document the follow up
- Any other task assigned by the Manager Compliance

**Skills/Qualification:**

- The candidate must be a Graduate however; Master's degree holders will be given preference;
- Minimum 06-12 months experience of similar nature is required however fresh candidates are also encouraged to apply;
- Computer skill particularly Microsoft Word, Excel, ACCESS, Power Point; and Familiar with computer-based analysis and data-bases;
- Good oral and written communication and interpersonal skill;
- Candidate having motor bike will be given preference;

**Interested Candidates may send their resume with cover letter to the  
Program Manager-Human Resource-MOJAZ Foundation, Opposite DCO House,  
Narowal**

**(Applications can also be dropped by visiting office)**

**Please mark the envelop/ subject line with the position you are applying  
for,**

**Last date for applying is November 02, 2016**

**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**

**Phone #: 054-412313**