



# MOJAZ FOUNDATION

## VACANCY ANNOUNCEMENT

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MOJAZ Foundation envisions sustainable economic development by creating opportunities for poor people to escape out of poverty and improve their lives. MOJAZ is working across Punjab, Khyber Pakhtoonkhwa and Sindh; presently, we are seeking applications from energetic and committed individuals for the following position:

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**Monitoring & Evaluation Officer:**      **Position-02**  
**Location:**                                      **Islamabad**  
**Position reports to:**                        Program Manager-M&E  
**Travelling:**                                    Position requires extensive travel

### Responsibilities & Tasks:

- Assist in strengthening existing M&E system
- Support in preparing monthly, quarterly, interim and annual programmatic performance reports.
- Develop systematic monitoring plans that capture quantitative and qualitative data on programme performance indicators
- Facilitate the planning process for effective implementation of programme and projects
- Provide guidance and support in the development and implementation of monitoring tools, which will include, but not be limited to, data collection, analysis and reporting on program indicators;
- Develop and maintain a data management system using Excel, Access, or other data management and analysis software
- Support the coordination and execution of events in the department such as, organizational project learning by developing, collecting and disseminating relevant information on monitoring, evaluation and research.
- Provide support in establishing and updating an M&E tracking database

- Participate in and coordinate the timely collection and analysis of all program performance data and success stories;
- Provide day to day verifying data quality and ensure all data is input into database platform and analyzed
- Undertake visits to the field, as needed to support and/ or supervise data collection or verify data quality;
- Contribute to the documentation of program events such as meetings, events and workshops
- Assist in proposal development for international donor organizations.

**Qualifications:**

- Master's degree (preferred) in Statistics, Development studies, social studies or its equivalent experience with a formal qualification of monitoring and evaluation.
- Minimum of at least three (3) years of experience in design and implementation of monitoring, evaluation and research
- Advanced computer skills in Excel, Word processing, Database management, SPSS or other statistical packages
- Excellent writing and verbal communication skills.
- Good strategic and analytical thinking and ability to interpret data

**Interested Candidates may send their resume with a covering letter to  
Program Manager-HR 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 March 06, 2017**

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

**TA/DA is not admissible**

**MOJAZ Foundation is an equal opportunity employer**

**Women and Persons with Disabilities (PWDs) are especially encouraged to apply;**