



MOJAZ FOUNDATION

SITUATIONS VACANT

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 and nonfinancial services to improve livelihoods, humanitarian assistance and social sector services. MOJAZ Foundation has established its partnership with Plan International to implement project "Reduction of Diarrhea through WASH Interventions" in 08 districts of Punjab. For the implementation of said project, we are seeking applications from committed and energetic individuals for the following position. Preference will be given to the local applicants.

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.

Interested Candidates may send their resume with a covering letter at

jobs@mojaz.org

Mention name of the position in subject

Last date for applying is February 13, 2018.

Only short listed candidates will be called for an interview

TA/DA is not admissible

MOJAZ Foundation is an equal opportunity employer