



# 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 & 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. MOJAZ Foundation has planned to expand its operations and geographical coverage. In this regard, we are applications from energetic and committed individuals for the following positions.

### **Field Unit Incharge: Position-03**

**Location: Muzaffargarh, Narowal (Zafarwal and Qila Ahmadabad)**

### **Responsibilities and Tasks:**

- Identify the areas suitable for microfinance operation and assign them to Community Development Officers (CDOs) for program implementation;
- Ensure that each CDO has monthly action plan for group formation, disbursement of loan and target achievement;
- Ensure that microfinance operation is undertaken in cost and time effective manner;
- Provide support and guidance to both CDOs and group/members as and when required;
- Assist Community Development Officers to prepare village profile of the working villages;
- Make sure that the loan applications and other documents are filled correctly and accurately;
- Conduct social and technical appraisal of the loan applicants;
- Deal with delinquent loans, making full loan recovery;
- Provide timely information to the Manager Micro-Finance/ management regarding

programme indicators for effective monitoring.

**Skills/Qualification:**

- The candidate must be holding Masters or bachelor's degree from a reputed institution;
- Two years of experience for master degree holders and four years of experience for bachelor's degree holders in microfinance operations at least one year experience in supervision;
- Computer skills (MS word & MS Excel);
- Good interpersonal communication skills;
- Hardworking, learning aptitude and honest;
- Age limit Between 25-35 Years;

**Community Development Officer Position-04 (02 Males, 02 Females)**

**Location: Muzaffargarh**

**Responsibilities and Tasks:**

- Responsible for implementation of the social mobilization strategy at village & union council level
- Ensure active participation of majority of villagers in all program led by MOJAZ Foundation
- Represent and introduce Micro-credit services of MOJAZ Foundation into communities
- Conduct community meetings at gross root level (village)
- Group formation
- Responsibly fill the forms of group member and conduct their 1st appraisal
- Handover group's loan application forms to the supervisor
- Make disbursement to clients
- Collection of all fees from clients
- Recovery follow up

**Skills/Qualification:**

- Candidate must be a graduate from recognized university
- Minimum age limit is 22 years
- Fresh candidates can apply whereas candidates with minimum 01 year work experience of Social mobilization will be preferred

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

**Last date for applying is August 20, 2014**

**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;**