



MOJAZ FOUNDATION

VACANCY ANNOUNCEMENT

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 and 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 seeking applications from energetic and committed individuals for the following positions.

Field Unit Incharge: Position-02

Location: District Narowal (Zafarwal and Qila Ahmadabad)

Position reports to: Branch Manager

Travelling: Position requires extensive travel

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;

Programme Officer M&E: Position-01

Location: Islamabad whereas transfer across Pakistan is subject to decision of management as and when required

Position reports to: Program Manager-M&E

Travelling: Position requires extensive travel

Responsibilities & Tasks:

- Assist the Manager M&E in establishing Monitoring and Evaluation system/Unit to ensure effective implementation of key program/project initiatives
- Develop and implement M&E system focused on data collection, analysis and reporting
- Assist Manager M&E to develop systematic monitoring plans that capture quantitative and qualitative data on programme and project performance indicators
- Coordinate to collect relevant and appropriate data for quantitative & qualitative analysis and conduct Rapid Need Assessment surveys and baseline surveys
- Monitor and evaluate the project activities & response;
- Help facilitate the planning process for effective implementation of programme and project activities

- Assist the management in measuring progress towards achieving planned results
- Prepare reports required for submission to donors and for the organizational internal decision making;
- Produce monthly, quarterly and annual Monitoring and Evaluation reports based on already agreed indicators;
- Identify weaknesses and gaps in existing programs and accordingly take corrective measures to
- achieve ultimate organizational objectives;
- Assist in proposal development for international donor organizations.

Skills/Qualification:

- Holder of Masters Degree in Social/ Management Sciences;
- Minimum of 3 years working experience in M&E system design
- Knowledge of Logical Framework Analysis (LFA)
- Highly organized, attention to detail and strong quantitative and qualitative analytical skills;
- Computer skill particularly Microsoft Word, Excel, ACCESS, Power Point;
- A solid understanding of development issues, with a focus on participatory processes,
- Willing to undertake regular field visits and interact with community members and different stakeholders;
- Familiar with computer-based analysis and data-bases;
- Good oral and written communication and interpersonal skill;
- Proficiency in English, both verbal and written.

Assistant Programme Officer-Quality Assurance & Compliance: Position-01

Location: Narowal

Position reports to: Program Manager-Sector Development & Compliance

Travelling: Position requires extensive travel

Responsibilities & Tasks:

- Conduct desk reviews of loan applications and field appraisal of potential clients
- Data collection and compilation of credit reports

- Ensure compliance to Mojaz policies & procedures regarding microfinance operations
- Plan & perform visits to units & sample clients to evaluate compliance to the applicable policies & procedures
- Follow up the issues or concerns highlighted during the compliance reviews and document the follow up
- Research for potential operational area and clients
- Conduct exit interviews of clients and survey for loan utilization
- Prepare different monthly/quarterly/annual reports of credit; portfolio risk, sustainability & viability, disbursement analysis, recovery reconciliation etc.

Skills/Qualification:

- The candidate must be holding Masters or bachelor's degree from a reputed institution;
- Strong preference will be given to the candidate possessing relevant experience;
- Computer skills (MS word & MS Excel);
- Good interpersonal communication skills;
- Hardworking, learning aptitude and honest;
- Age limit Between 25-35 Years;

**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**

**Please mark the envelop/ subject line with the position you are applying for,
Last date for applying is October 28, 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;