



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 & Sindh to provide financial services, improve livelihoods, humanitarian assistance and social sector services. MOJAZ Foundation has established its partnership with Plan International to implement project "Humanitarian Relief for IDPs in Bannu, KPK in the sectors of WASH, Child protection and nutrition services" in District Bannu. For the implementation of project, we are seeking applications from committed and energetic individuals for the following positions based at Bannu. Preference will be given to the local applicants.

1. Project Coordinator:

Number of Post: 01
Duty Station: Bannu
Reporting Line: Manager Programmes
Job Status: Fixed term contract

Responsibilities and Tasks:

- Manage field team and ensure continuity of quality of project activities. Represent MOJAZ Foundation in district and provincial clusters.
- Plan, execute and manage project in accordance with agreed deliverables and standards;
- Develop comprehensive project implementation plan; and manage the assigned project to meet the project objectives within budget and allotted time frame.
- Provide strong leadership of the assigned project, working to ensure both short / long-term positive impacts and outcomes for the beneficiaries.
- Develop and implement an appropriate and effective strategy, setting clear objectives and indicators for activities in consultation with other concerned staff and, where appropriate, with the local communities.

- Continuously monitor and supervise project activities, overseeing the technical design, execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data.
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project.
- Ensure accurate and timely reporting of activities according to donor and other applicable timeframes and formats.
- Facilitate regular staff meetings to ensure awareness of project objectives, and opportunity for feedback.
- Ensure that all activities and resources are implemented and handed over or ended in a way that promotes local capacities and sustainable operations

Skills/Qualification:

- Master degree holder in related discipline from recognized institution
- Minimum 5 Years of relevant Work Experience in NGOs/INGOs.
- Able to interact in remote areas with the diverse stakeholders.
- Excellent report writing skills must be able to prepare weekly, monthly reports & other reports. Strong command on MS Word, Excel and PowerPoint will be preferred.
- Good Communication and interpersonal skills.
- Ready to take initiatives and willing to work late hours and on weekends during emergencies and genuine need basis.
- Command on local languages will be an added advantage

2. Social Organizer

Number of Post:	12 (male /female)
Duty Station:	Bannu
Reporting Line:	Project Coordinator
Job Status:	Fixed term contract

Tasks/ Responsibilities:

- Responsible to organize representatives of IDPs and host communities into formal community based structures to carryout activities.
- Aware and mobilize communities and conduct meetings with community members regarding project activities.

- Aware and mobilize committee members on their roles and responsibilities.
- Written and verbal reporting on progress to the Project Coordinator
- Assist the Project Coordinator in all other issues related to the shelter project

Skills/Qualification/Experience:

- At least bachelor's degree holder in related discipline from recognized institution
- At least 2 year experience in community mobilization.
- Possess leadership & problem solving skills and adaptability.
- Efficient in managing community as well as team problems.
- Willing to undertake regular field visits and interact with community members and stakeholders.

3. Field Engineer

Number of Post:	01
Duty Station:	Bannu
Reporting Line:	Project Coordinator
Job Status:	Fixed term contract

Tasks/ Responsibilities:

- Oversee construction and maintenance of water and sanitation infrastructure in the targeted schools and communities in line with sphere standards and agreed BOQs.
- Take part and support organization in the process of tendering and vendor selection for the supplies construction materials for project activities as per approved design and specification:
- Manage, supervise and support staff reporting to this position using proper tools during the course of project
- Timely guide field teams on project activities and also work on capacity building of field team specially WASH Sub Engineer regarding implementation of activities as per standards and approved design in the proposal of the project
- Provide technical support in shelter construction works so that the execution is as per approved design and standards
- Ensure and maintain the quality of materials/Supply as per approved samples and quality

- Take lead in technical monitoring of complete construction process by daily/frequently field visits

Skills/Qualifications/Experience:

- Bachelor level education in a discipline related to or civil engineering that is B-Tech (Pass/Honors) preferably BE/BSc
- Minimum 3 years' relevant experience as project engineer preferably in NGOs/INGOs
- Must have enough knowledge of designing and implementation of Disaster Resilient Construction System, Sphere Standards, Protection principles and awareness regarding updated National Shelter Cluster recommendations
- Ability to motivate community regarding active participation in project activities
- Possess problem solving skills and adaptability
- Ability to work under pressure often to strict deadlines
- Ability to work individual and in team harmoniously with problem solving attitude
- Fluent English, Urdu both oral and written skills
- Must have computer literacy specially MS offices and Auto Cad or relevant engineering soft ware
- Poses good communication and interpersonal skills
- Good report writing skills
- Must be gender sensitized and respectful for local norms

4. WASH Sub Engineer/Technical Assistant

Number of Post: 01
 Duty Station: Bannu
 Reporting Line: Project Engineer
 Job Status: Fixed term contract

Tasks/ Responsibilities:

- Assist Field Engineer for execution and monitoring of WASH infrastructure.
- Provide support to mobilization team in identification, verification and final selection of beneficiaries for site selection of hard component of the project as per Detailed Implementation Plan of the project and project strategy

- Technically supervise the construction activities of the project that they are adhered with project' approved design, standards and as per approved implementation strategy of the project during the project tenure by daily field visit
- Provide technical support to skilled labours, community activists and/or beneficiary households of the project during the project tenure by daily field visit
- Maintain the quality and quantity of project's materials supply during the course of the project by daily field visit
- Take necessary steps for timely completion of assigned project target during the course of the project

Skills/Qualifications/Experience:

- Three years Diploma of Associate Engineer (DAE) in discipline of Civil Technology
- Minimum 2 years' relevant experience preferably in NGOs/INGOs
- Must have key knowledge of DRR, Sphere Standards and field method of materials quality check
- Possess problem solving skills and adaptability
- Ability to work under pressure often to strict deadlines
- Ability to work individual and in team harmoniously with problem solving attitude
- Fluent in local language and Urdu, also at least basic understanding of English
- Possess good communication skills
- Must have computer literacy specially MS offices
- Must be gender sensitized and keep respect for the local norms

5. Monitoring & Documentation Officer

Number of Post: 01
 Duty Station: Bannu
 Reporting Line: Program Manager-M&E
 Job Status: Fixed term contract

Tasks/ Responsibilities:

- Responsible for establishing the Monitoring and Evaluation system in order to evaluate the project activities & response;
- Prepare reports required for submission to donors and for the organizational internal decision making;

- Assist the management in establishing monitoring and evaluation framework and systems to ensure effective implementation of strategic plan and key program initiatives;
- Produce monthly, quarterly and annual Monitoring and Evaluation reports based on already agreed indicators;
- Collect relevant and appropriate data for quantitative & qualitative analysis;
- Identify weakness and gaps in existing programs and accordingly corrective measures to achieve ultimate organizational objectives;

Skills/Qualifications/Experience:

- Holder of Master's Degree in Social/ Management Sciences;
- Minimum of 3 years working experience in M&ER system design and mainstreaming in programme cycle management;
- Highly organized, attention to detail and strong quantitative and qualitative analytical skills;
- Computer skill particularly Microsoft Word, Excel, ACCESS, Power Point; and Familiar with computer-based analysis and data-bases;
- Willing to undertake regular field visits and interact with community members and different stakeholders;
- Good oral and written communication and interpersonal skill;
- Proficiency in English, both verbal and written.

Interested Candidates may send their resume with a covering letter to the Program Manager-Human Resource-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 May 21, 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