



MOJAZ FOUNDATION

VACANCY ANNOUNCEMENT

MOJAZ Foundation, a national level NGO is seeking applications from energetic and committed individuals for the following position based at District Muzaffargarh to implement the project titled "Restoration of livelihood and community physical infrastructure in flood affected Union Council Rangpur, District Muzaffargarh".

Monitoring & Evaluation Officer

Number of Post: 01

Location: Muzaffargarh

Reports to: Program Manager-M&E

Responsibilities and Tasks:

- Conduct baseline and end line study for project including designing of questionnaires and databases with analysis followed by narrative report.
- Prepare Detail implementation and monitoring plans for the project
- Conduct field visits to monitor progress, identify gaps and rectify appropriately as per project design and area context.
- Verify and register project schemes after initial assessment by village committee and Social organizers
- Prepare daily, weekly, interim and completion narrative reports and submit it to Project Coordinator
- Facilitate social organizers and sub engineers in execution of schemes and activities
- Verify 100% beneficiary selected by village committee and social organizer
- Implement complaint redress mechanism being focal point for project complaints at field level
- Assist Project Coordinator throughout the project in carrying out the task as per detailed implementation plan

Skills/Qualification:

- Master degree in related discipline from recognized institution;
- At least 2 to 3 years' experience of community-based project monitoring and reporting;
- Knowledge, experience and understanding of Monitoring & Evaluation function is the prime requirement of the position whereas experience relevant to humanitarian response will be a secondary requirement;
- Candidate should be smart and articulate with good communication & presentation skills and report writing.
- Well-versed with computer applications (MS Word, Excel, PowerPoint etc).

Interested Candidates may send their resume with a covering letter on jobs@mojaz.org (Please summarize your CVs to 02 pages)

Last date for applying is January 18, 2015

Only short listed candidates will be called for an interview. We are an equal opportunity employer. Physically challenged people are especially encouraged to apply.