



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 Concern Rapid Fund (CRF) to implement project "Transitional Shelter Assistant to The Most Vulnerable Returnees In Mirali, North Waziristan Agency (NWA)". For the implementation of project, we are seeking applications from committed and energetic individuals for the following positions based at Mirali.

1. Project Coordinator:

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

Responsibilities and Tasks:

- 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 UN standards, 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 3-5 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. Monitoring & Evaluation Officer

Number of Post: 01
 Duty Station: Mirali
 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;
- Collection of 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.

3. Project Engineer

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

Objective: Purpose of the job is to provide technical support in proposing and designing suitable solution of temporary/transitional/semi-permanent Shelter design and execution of the activities as per approved design and standards

Tasks/ Responsibilities

- To ensure shelter solution/construction adhere to Sphere standards, Shelter Cluster’s recommendations, standard procedures, practices, and guidance documents

- To 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:
- To manage, supervise and support staff reporting to this position using proper tools during the course of project
- To take leading role in beneficiary selection and verification process by field team and timely execution of the mobilization process as per approved DIP of the project
- To timely guide field teams on project activities and also work on capacity building of field team specially site supervisors/sub-engineer regarding implementation of activities as per standards and approved design in the proposal of the project
- To provide technical support in shelter construction works so that the execution is as per approved design and standards
- To ensure and maintain the quality of materials/Supply as per approved samples and quality
- To take lead in technical monitoring of complete construction process by daily/frequently field visits
- To ensure incorporating DRR measures both on the end of organization and community in shelter construction
- To ensure timely completion of construction process and also inform senior management regarding challenges in the process

Skills/Qualifications/Experience:

- Bachelor level education in a discipline related to or civil engineering that is B-Tech (Pass/Honour) 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

**Interested Candidates may send their resume with a covering letter to the Program Manager-
Human Resource-MOJAZ Foundation, Opposite DCO House, Narowal**

or at

jobs@mojaz.org

Please mark the envelop/ subject line with the position you are applying for,

Last date for applying is February 10, 2017

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