



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 "Reduction of Diarrhoea through WASH interventions" in District Layya and District Vehari. For the implementation of said project, we are seeking applications from committed and energetic individuals for the following positions. Preference will be given to the local applicants.

District Coordinator: Positions-02 (01 for each district)

Location: District Layya & Vehari

Position reports to: Project Manager

Job Responsibilities:

As, **District Coordinator** you will be assisting **Programme Manager** in the following duties / assignments;

- Manage field team and ensure continuity of quality of project activities. Represent MOJAZ Foundation in district;
- 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 given time frame;
- A 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;
- Any other task assigned by the management;

Key Qualifications:

- Master degree holder in related discipline from recognized institution;
- Minimum 05 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;
- Command on local languages will be an added advantage;

Media & Communication Coordinator: Positions-01

Location: Islamabad

Position reports to: Project Manager

Job Responsibilities:

- Compile regularly updated promotional material describing Mojaz' projects and programmes for various audiences and for posting on the organization's website, e.g., stories, case studies, project profiles/reports, organizational profile and photos;
- Conceives ideas from the documents/information provided for preparing visibility materials;
- Proofread and edit all publications;
- Prepare project communication strategies as and when required;
- Compile Monthly and Quarterly Reports to produce Brochures, Newsletters and Annual Report in terms of content and design;
- Organize press briefings and public events;
- Build capacity of implementing staff to contribute to development of promotional materials including newsletters, beneficiary interviews/case studies, etc;
- Liaising with all relevant Project/Programme staff to ensure information for all reporting requirements is obtained in a timely manner;
- Maintaining a record of all reports issued and documented;
- Support programme and project staff in organizing and managing trainings, exposure visits, seminars, workshops, press conferences and field visits as required;
- Use of social media for promotional and advocacy purpose;
- Develop IEC material for programmes and projects;

Key Qualification:

- Holder of Masters Degree in Communication Studies/Design/English or equivalent to the relevant field;

- Minimum of 3 years working experience;
- Team spirit and leadership qualities;
- Willingness to learn and adjust with the technological expansions;
- Well organized, diligent and proactive;
- Able to work with people at all levels across the programme / project hierarchy;
- Strong communication and interpersonal skills, that is the ability to effectively present ideas, both verbally and visually;
- Strong organizational skills, attention to details and the ability to work under pressure and deadline-oriented;
- Willing to undertake regular field visits and interact with community members and different stakeholders;
- Computer skills particularly Microsoft Word, Excel and Power Point;
- Ability to work in Photoshop, corel draw, illustrator and publisher; video editing software for documentaries.

Admin Officer: Positions-03

Location: Sargodah, Layya, Vehari (01 for each district)

Position reports to: Program Manager Admin

Job Responsibilities:

As, **Admin Officer** you will be assisting **Program Manager-Admin** in the following duties/assignments;

- Supervise and maintain general discipline of project support/auxiliary staff;
- Procurement of all expendable and non-expendable supplies/items in a transparent manner;
- Maintain proper inventory of all the assets (computers, printers, capital items and furniture/fixtures etc.) of project & MOJAZ Foundation;
- Manage motor pool and ensure regular maintenance of all vehicles;

- Make lodging, boarding, transportation and other logistical arrangements for guests/visitors to MOJAZ Foundation meetings;
- Any other task assigned by the Management;

Key Qualifications:

- Bachelor's or higher degree in Accounting and Finance preferably B.Com/M.Com/MBA Finance
- 03 years of relevant professional experience, preferably with NGOs in the field of admin & finance;
- Honesty & integrity is the key requirement of the position

Monitoring Evaluation & Research Officer: Positions-04 (01 for each district)

Location: District Layya ,Vehari, sargodah, Narowal

Position reports to: Programme Manager-M&E

Job Responsibilities:

As, **M&E Officer** you will be assisting **Programme Manager-M&E** in the following duties / assignments;

- 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 Programme initiatives; also 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 Programmes and accordingly corrective measures to achieve ultimate organizational objectives;
- Any other duty/task assigned by the management;

Key Qualifications:

- Holder of Master's Degree in Social/ Management Sciences;

- Minimum of 3 years working experience in M&ER system design and mainstreaming in Programmeme cycle management;
- Highly organized, attention to detail and strong quantitative and qualitative analytical skills;
- Computer skill particularly Microsoft Word, Excel, Power Point; and Familiar with computer-based analysis;
- Willing to undertake regular field visits and interact with community members and different stakeholders;
- Good oral and written communication and interpersonal skill;

Social Organizer: Positions-12 (06 for each district)

Location: District Layya & Vehari

Position reports to: District Coordinator

Job Responsibilities:

- Responsible to organize communities into formal community based structures to carryout project activities;
- Aware and mobilize communities and conduct community engagement activities in field;
- Ensure formation of WASH committees and WASH clusters as per project timelines;
- Formation of district WASH core group;
- Organize awareness raising sessions for Village House Hold Committees;
- Written and verbal reporting on progress to the District Coordinator;
- Assist the District Coordinator in all other issues related to the project;

Key Qualifications:

- At least bachelor's degree holder in related discipline from recognized institution however master's degree holders will be given preference;
- 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;

Interested Candidates may send their resume with a covering letter at

jobs@mojaz.org

Mention name of the position in subject

Last date for applying is August 15, 2017.

Only short listed candidates will be called for an interview

TA/DA is not admissible

MOJAZ Foundation is an equal opportunity employer