



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 "Escalating Liability By Provision of Transitional Shelter for the Most Vulnerable TDPs" project in District Bannu. For the implementation of project, we are seeking applications from committed and energetic individuals for the following positions based at Bannu.

1. Project Coordinator:

Number of Post:	01
Duty Station:	Bannu
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 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: 04
 Duty Station: Bannu
 Reporting Line: Project Coordinator
 Job Status: Fixed term contract

Tasks/ Responsibilities

- Assist in implementation of transitional shelter project at field level.
- Carry out damage assessments (shelters) in target area.
- Formation of committees and identification of vulnerable families
- Assist in planning of distributions of shelter kits.
- 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

- Coordinate with other team members including Logistics unit for smooth distribution of shelter kits
- 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. Monitoring & Evaluation 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;
- 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.

4. Admin & Finance Officer

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

Tasks/ Responsibilities

Admin

- Manage admin & logistics operations under the transitional shelter project.
- Maintain proper inventory of all the assets (computers, printers, capital items and furniture/ fixtures etc.) of MOJAZ Foundation,
- Manage motor pool and ensure regular maintenance of all vehicles,
- Review and maintain inventory list of all Assets purchased under the project

Finance

- To maintain the financial records of programs and facilitate the required funds to the relevant staff.
- To maintain organization's financial matters including consolidated accounts, and reconciliation;
- Timely submission of donors financial reporting (Statement of Expenditures-SOEs);
- Liaison with Banks/ Financial Institutions for financial transactions;
- To facilitate the preparation of financial reports.

- Handle all the cash transaction, review the receipt and payments slips;
- Manage and maintain record of petty cash, utility bills and office operations/ maintenance and repair.
- Prepare budget in line with project activities

Skills/Qualifications/Experience:

- Must have the minimum qualification of Accounting and Finance preferably B.Com/M.Com/MBA Finance
- 1-3 years of relevant professional experience, preferably with NGOs in the field of admin & finance in emergency and relief context;
- Minimum age limit is 25years
- Honesty & integrity is the key requirement of the position

5. Logistics Officer

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

Tasks/ Responsibilities

- Supervise the Logistics staff under the responsibility of the position;
- Manage and coordinate all logistics and related activities and operations;
- Establish reports based on logistics movements and distribute them according to requirements;
- Ensure adequate logistics preparedness through contingency planning and continuous logistics preparedness reviews;
- Monitor the quantity and condition of commodity(ies) stored;
- Carry out regular commodity physical random checks/inventory of the warehouse;
- Produce regular stocks reports and daily stocks position;
- Prepare loading plans and ensure that Concern standard waybills are duly filled as applicable;

Skills/Qualifications/Experience:

- Bachelor's degree holder or equivalent of 16 years of education;

- At least 1 to 3 years of relevant professional experience, preferably with NGOs in the field of admin & logistics in emergency and relief context;
- Ability to work under pressure and handle multiple concurrent activities;
- Computer skill particularly Microsoft Word, Excel, ACCESS, Power Point;
- Ability to plan and organize work, to be resourceful and use initiative
- Good oral and written communication and interpersonal skill;
- Should have mature judgment and be able to supervise and motivate staff.
- Should have good negotiating skills and ability to establish and maintain effective working relations with vendors.
- Ability to work effectively in a multicultural team environment and to deal patiently and tactfully with staff members and others.

6. Project Engineer

Number of Post:	01
Duty Station:	Bannu
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

7. Field Engineer

Number of Post:	03
Duty Station:	Bannu
Reporting Line:	Project Engineer
Job Status:	Fixed term contract

Objective: Main purpose of the job is to regularly supervise technically the on-going activities of infrastructure in close coordination with skilled labours, VO/project committees and beneficiaries

Tasks/ Responsibilities

- 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
- To furnish social and technical feasibility documents for each shelter and provide to line manager for further processing and filing
- To 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
- To provide technical support to skilled labours, community activists and/or beneficiary households of the project during the project tenure by daily field visit
- To maintain the quality and quantity of project's materials supply during the course of the project by daily field visit
- To maintain labour documentation as per requirements of the project during the course of the project (If required)
- 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

8. Warehouse Incharge

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

Responsibilities and Tasks:

- Responsible for rental of appropriate warehouse and store space and provide contracts accordingly.
- Ensure the physical maintenance and upkeep of all warehouse and store space.
- Ensure planning, organizing and controlling the overall operations of the warehouse.
- Manage stock control, storage, housekeeping of the warehouse, retrieval and timely delivery of goods, loading and transferring, record keeping, document recording and data entry into system and issue inventory report and In/Out status report.
- Support the operation by planning and managing the warehouse resources and activities in relation to the project objectives and set targets.
- Ensure that up to date records are kept of all stock item and stock is reconciled after every distribution and at least on weekly basis.
- Ensure that all MOJAZ Foundation procedures and donor requirements are followed during all processes related to stock management and that suitable tracking systems are employed.
- Issue stock items in a timely manner.
- To ensure that resources such as trucking and labor are utilized in an effective way.
- Ensure proper management of warehouse including security/staff safety and maintenance of warehouse inventory system including regular reporting of inventory.

Skills/Qualification:

- Bachelor's degree holder from recognized institution
- Three years working experience of administration with in development Sector.
- Have expertise in warehouse management and stock handling.
- Honesty & integrity is the key requirement of the position

9. Office Assistant

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

Tasks/ Responsibilities

- To type and prepare documents as required.
- To greet customers and senior members of the organization; answer phone and receive messages sent to the organization.
- To provide assistance to staff members like answering, receiving phone calls and taking messages.
- To be in charge of maintaining the records of the organization
- To be responsible for sending mails at requests.
- To be responsible for maintenance, upgrade and development of data collection system of the organization to satisfy the required standards.
- Others duties assigned by the supervisor.

Skills/Qualifications/Experience:

- Must have the minimum qualification of BA/BSc
- 1-2 years working experience with an NGO/MFI/Development Sector
- Minimum age limit is 25 years
- Experience with computers, including Microsoft Office
- Honesty & integrity is the key requirement of the position

10. Security Guards

Number of Post: 02

Duty Station: Bannu
Reporting Line: Admin & Finance Officer
Job Status: Fixed term contract

Tasks/ Responsibilities

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Answer telephone calls to take messages, answer questions, and provide information during non- business hours or when switchboard is closed.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.
- Escort or drive motor vehicle to transport individuals to specified locations and to provide personal protection.
- Drive and guard armoured vehicle to transport money and valuables to prevent theft and ensure safe delivery.

Skills/Qualifications/Experience:

- Must be Matric Pass preferable Pak Army retired with minimum 15 years of service;
- Working experience with an organization at least of three years,
- Have a valid licensed weapon/ gun;
- Age limit Between 35-40 Years

**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 December 01, 2015**

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