



# MOJAZ FOUNDATION

## VACANCY ANNOUNCEMENT

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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. The Foundation has its mandate to provide financial and non financial services to the poor and vulnerable segments of the society to improve their economic conditions. Currently, MOJAZ Foundation is seeking applications from energetic and committed individuals for the following positions based at District Narowal:

### **Program Manager-Finance & Accounts**

Number of Post: 01

Location: Narowal

### **Responsibilities and Tasks:**

- Responsible for overall fund management and delivery of the organization plan
- Participate in strategic planning and implement strategic goals and objectives of the department;
- Prepare budgets and financial forecasts and planning with consultation of the Chief Executive Officer and report to management on variances from the established budget, and the reasons for those variances;
- Ensure that all finances are properly administered and monitored, including credit control;
- Forecast cash flow positions, related borrowing needs, and available funds for investment;
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements;
- Ensure that appropriate financial regulations and controls are in place and in use at all times;
- Ensure that all financial reporting obligations are met in relation to submissions for funding, for grant aid, for contracts and any other initiatives;

- Review financial and operating reports also interpret the organization's financial analysis to management and recommend improvement activities;
- Recommend/approve, within budgetary and organizational guidelines, expenditures for capital equipment;
- Oversee and manage the day-to-day activities of the department;
- Liaison and maintain appropriate relations with Donors, Officials of Banks, Financial Institutions, Finance Companies etc.;
- Maintain proficiency in computerized systems and other technologies as required.

### **Skills/Qualification:**

- Qualified CA/ MBA/M-Com from well recognized institution;
- Minimum 10 - 12 years of relevant Work Experience in NGOs/INGOs;
- Candidate must be fully conversant with Fund Raising and Fund Management, Budgeting, Forecasting, Cost & Credit Control, and Management Reporting;
- Candidate must be very well versed in dealing with Banks and Financial Institutions;
- Knowledge of innovative Financing Structures and Funding Mechanisms will serve as an added advantage for the applicant;
- Candidate should be smart and articulate with good communication and presentation skill.

### **Internal Auditor**

Number of Post: 01

Location: Narowal

### **Responsibilities and Tasks:**

- Carry out an independent appraisal of the effectiveness of the policies, procedures and standards by which the MOJAZ Foundation's financial, physical and information resources are managed;
- Add value by acting as a facilitator in business risk management and carrying out value for money reviews, thereby assisting the management of the MOJAZ Foundation in the effective discharge of their responsibilities;
- Plan, organize and carry out the internal audit function including the preparation of an audit plan which fulfils the responsibility of the department, scheduling and assigning work and estimating resource needs;

- Report to both the audit committee and management on the policies, programmes and activities of the department and do not compromise the independence or objectivity of the internal audit function;
- Make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation;
- Review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management;
- Ensure that the agreements executed with donor agencies are strictly implemented;
- Liaison with the external auditors in order to prevent duplication of effort and to keep them briefed on areas of concern in order that both external and internal audit functions could be carried out efficiently and effectively.

**Skills/Qualification:**

- Holder of Masters Degree in Finance/Business Administration or Certified Chartered Accountant (ACCA), Chartered Institute of Management Accountants (CIMA);
- Minimum of 3 years working experience in auditing;
- Highly organized, attention to detail and strong quantitative and qualitative analytical skills with ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports;
- Computer skill particularly computerized accounting and auditing record keeping systems;
- A solid understanding of development issues, with a focus on participatory processes;
- Good oral and written communication and interpersonal skill;
- Proficiency in English, both verbal and written;
- An ability to work unsupervised.

**Interested Candidates may send their resume with a covering letter to the Program Officer-Human Resource at 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 25, 2014**

**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;**