



# MOJAZ FOUNDATION

## SITUATIONS VACANT

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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 and nonfinancial services to improve livelihoods, humanitarian assistance and social sector services. MOJAZ Foundation is going to establish its partnership with British council to implement project "Take a child to school" in district Bahawalnagar and Rahimyar Khan.

### **Context**

ILMPOSSIBLE Take a Child to School (TACS) Phase I was launched in January 2014 and worked to put 189,000 OOSC into primary schools across 63 districts in Pakistan. TACS is run in partnership with the Educate a Child Programme Qatar. Under Phase II British Council and consortium partners aim to scale up the retention and monitoring of the original 189,000 enrolled children through the primary cycle up to transition into secondary schools plus the enrolment of an additional 200,000 out of school children (aged 5 to 11 years) across 70 districts in Pakistan by December 2019. It will engage community stakeholders through 20,000 youth volunteers/ilmbassadors and 500 mohalla committees and an increment of 400 schools for its DOSTI (Life Skills & Sports Engagement) programme. The project will accomplish these results using an approach that engages all education stakeholders to ensure children enrol in school, stay in school and learn while there. 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.

**Project Coordinator:** Positions-02 (01 for each district)

**Location:** Bahawalnagar and Rahimyar Khan

**Position reports to:** Head of Programmes

### **Purpose of the Job**

The main task involves developing and monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, managing the

volunteers, trainings and ensuring that project deadlines are met in a timely manner. To be successful as a Project Coordinator, you will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills. A bachelor's degree in a related field of study and at least three (3) years of relevant experience is required for consideration.

### **ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES**

- Create a project management calendar for fulfilling each goal and objective.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project strand.
- Assess project risks and issues and provide solutions where applicable.
- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Liaise with the British Council and Strategic Partners to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to the British Council.
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests for the trainings and overall project deliverables.
- Maintaining the relationship with the local education department and the volunteers network
- Organizing, attending and participating in the trainings and advocacy events.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.

### **Project Coordinator Requirements:**

- Bachelor degree in business or related field of study.
- Three years' experience in development sector preferably in Education.
- Exceptional verbal, written and presentation skills.

- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge files management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.

**Monitoring & Evaluation Officer:** Positions-02 (01 for each district)

**Location:** Bahawlnagar and Rahimyar Khan

**Position reports to:** Programme Manager-M&E

**Purpose of the Job**

The M&E Officer will support the project team as well as the BC and TDEA-FAFEN team in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all project deliverables.

S/he will provide technical field support to the project unit and will work closely with Program teams to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under the supervision of the FAFEN Manager and British Council staff.

Support the project team in reviewing and preparing monthly, quarterly and final narrative and financial donors' reports.

Additionally, s/he will replace or work with other members of the team, as need be, follow up of program expenses and indicators, implementation of processes, standard operating procedures and any other tasks given to her/him by the project leads.

**ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES**

- Support all M&E initiatives for assigned grant(s)/project(s) including monitoring data quality, uploading and tracking the progress of activities on the ILM Information System, participate in trainings delivered by strategic partners and contributing to staff capacity building on M&E processes as required.
- Ensure all activities and data reported on the ILM INFORMATION SYSTEM (IIS) is authentic and up to date and BC/TDEA-FAFEN deadlines are strictly met.
- Support the project team in creating a framework and procedures for the monitoring and evaluation of project activities. Draft/revise tools as well as data collection procedures

under the supervision of the M&E lead from BC and TDEA-FAFEN (eg. logical framework, project performance tracking, indicators, data flow chart, and M&E manuals)

- Support the Project coordinator in defining and implementing the key project performance indicators (KPI) as well as monitoring them throughout the duration of the projects.
- Ensure all BC and FAFEN-TDEA protocols, 'means of verification' (MoVs) requirements are met for each reported child enrolment and retention. Maintain records in hard copies of all relevant information, documents and MoVs. Additionally, support project/program staff on ways to properly document, organize and capture program progress.
- Comply with BC and FAFEN-TDEA set standards of M&E protocols and reporting requirements and deadlines.
- Conduct joint monitoring with BC, TDEA-FAFEN (and its appointed staff) and share learnings.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions. Ensure data quality, authenticity and reliability.
- Perform regular field visits, telephonic checks, to ensure the quality of data collected and to verify the accuracy of reported data.
- Support the project unit to ensure that donor, partner, and Senior Management data queries are addressed in an accurate and timely manner.
- Support and participate in program and project evaluations
- Any other TACS related task assigned by Line Manager.

#### **M&E Officer Requirements:**

- Bachelor's Degree in Administration, Information Management, IT
- 1 to 3 years of Monitoring and Evaluation experience (essential)
- Capacity to produce reports, strong understanding of M&E processes and data collection and analysis.
- Good level of proficiency in MS Office: MS Word, Excel and quantitative analysis
- Strong interpersonal skills, team player skills.
- Experience in a non-governmental organization

- M&E Officer being a key person in IPs office and expected to maintain neutrality and non-partisanship between BC IPs and TDEA-FAFEN partner organization.
- Ability to manage multiple stakeholders, take ownership of data collection and reporting and ensure authenticity/accuracy, and resolve routine conflicts.

**Community Mobiliser:** Positions-02 (01 for each district)

**Location:** Bahawlnagar and Rahimyar Khan

**Position reports to:** Project Coordinator

**Purpose of the Job**

The main task involves the lead on the Mohalla Committee component by directly managing relationship with the community members, local education and administrative departments, Children Global Network (advocacy partner) core team and supervises local delivery as per agreed targets. To be successful as a Community Mobiliser, you will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills. A bachelor's degree in a related field of study and at least three (3) years of relevant experience is required for consideration.

**ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES**

The Social Mobilizer who is reporting to the Programme Officer CGN and to the Social Mobilisation lead in the British Council has the responsibility of ensuring participation of beneficiary households in all phases of project implementation.

The specific duties and responsibilities of Community Mobilizers include:

**A. Mobilization and Organization of the beneficiary communities.**

- Receive training on the project concept and approach to the community mobilization.
- Contact the opinion leaders in the communities to establish early rapport and to provide overall orientation of the project.
- With the support of opinion leaders mobilize, interact and dialogue with individuals representing beneficiary households for the organization of community for development.
- Provide orientation training to the members of community to raise awareness about the project.
- Facilitate small and large community meetings to encourage discussions for the formation of the Mohalla Committees.

- Conduct awareness training regarding the benefits of organized communities to encourage organization of the communities.
- Facilitate the process of formation of primary group covering 10-15 members and identification of representatives to the Mohalla Committees.
- Facilitate the process of formation of Mohalla Committees through election/selection and assist the MCs to register on the ilm information system

**B. Facilitate the MCs in making thorough analysis of their vulnerabilities, capabilities and resources at their disposal**

- Facilitate the process of “Community Action Plan (CAP)” preparation in each Mohalla Committee through the standard CAP process of the project.
- Facilitate the process of obtaining community endorsement of Community Development Plans.
- Provide standard packages of capacity building training to the MC members.
- Facilitate in identification of appropriate and central location for implementation of physical project activities under the MC action plan.
- Facilitate the process of identification of sites for advocacy and awareness campaigns and if any readjustment is necessary for implementation of the projects, facilitate negotiation among community members through close coordination with local education department’s Officials.
- Provide trainings to the MCs to design, plan and conduct “Social Action Projects” supporting the ILMPOSSIBLE initiative in the local community
- Ensure establishment of clear ownership, structure for maintenance and financial and technical resources as per the maintenance approach of the project.
- Facilitate resolution of dispute, conflicts between individuals and among members of mohalla committees.
- Conduct baseline survey of the beneficiaries to establish baseline data of the community on some key indicators to measure impact of the projects
- Provide necessary reporting inputs to the monitoring and evaluation officer as per the standard monitoring formats on regular basis.

**C. Reporting and Linkages**

- Assist CGN project lead in development of a clear work plan for the community mobilization activities of the projects with the aim to complete the activities within the time frame of the project. Ensure field-testing of the various phase of social mobilization materials as they are developed and provide feedback
- Capture success stories and lessons learned in each phase of program implementation.
- Prepare monthly and quarterly report on standard, monthly reporting formats.

**Community Mobiliser Requirements:**

- Bachelor degree in business or related field of study.
- Three years' experience in social mobilisation and managing community based organisations.
- The incumbent should be familiar with basic concept of social mobilization; should have demonstrated willingness to learn and work with people for community development; should be able to spend extended periods with communities. The incumbent should also have excellent oratory skills in local language. Knowledge of English language will be an advantage.

**Dosti Coordinator:** Positions-01

**Location:** Bahawalnagar

**Position reports to:** Project Coordinator

**Purpose of the Job**

DOSTI Coordinator responsibilities include communicating with the School of Leadership (DOSTI Partner) officer and manager to identify and mapping out delivery plans for DOSTI schools. DOSTI Coordinator will be responsible for managing, designing, developing, coordinating and conducting all the DOSTI related activities.

Our ideal candidate has experience with various training methods, including on-the-job coaching, mentorship programs and e-learning. Experience with different projects, like management training and soft-skills development, is also essential.

S/he should also be familiar with the instructors, sports equipment and educational material requirements for life skills and physical education projects.

**ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES**

- Map out annual training and delivery plan for DOSTI in consultation with the SOLF and the British Council DOSTI lead.
- Provide Training, supervise and facilitate the DOSTI teachers during the roll out of DOSTI components in the schools.
- Market available training to employees and provide necessary information about sessions
- Use known education principles and stay up-to-date on new training methods and techniques
- Design, prepare and order educational aids and materials
- Assess instructional effectiveness and determine the impact of DOSTI on children's skills and KPIs
- Gather regular feedback from teachers and students
- Apply assessment tools to measure training effectiveness provided by the SOLF and the British Council.
- track and report on training outcomes
- handle logistics for training activities including venues and equipment

**DOSTI Coordinator Requirements:**

- Bachelor degree in business or related field of study.
- Three years' experience in development sector preferably in Education.
- experience with instruction or training
- knowledge of adult instructional and learning theory and principles
- knowledge of training methodologies

**Interested Candidates may send their resume with a covering letter at**

**[jobs@mojaz.org](mailto:jobs@mojaz.org)**

**Mention name of the position in subject**

**Last date for applying is February 10, 2018.**

**Only short listed candidates will be called for an interview**

**TA/DA is not admissible**

**MOJAZ Foundation is an equal opportunity employer**