



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 & Sindh to provide financial services, improve livelihoods, humanitarian assistance and social sector services. The Foundation has established its partnership with leading Donor agencies to implement its programme & projects. Currently, MOJAZ Foundation is seeking applications from energetic and committed individuals for the following position to provide specific focus on organizational and program development:

Chief Operating Officer

Functional Area:	Management and Resource Mobilization
Job Location:	Islamabad, Pakistan
Minimum Education:	Masters in Management, Development Studies, International Relations, Economics or a related field
Career Level:	Mid-career Professional
Minimum Experience:	7-10 Years

Job Description:

Organizational Development and Visibility

- Propose Re-Alignment of the organization, its structures functions for effective program delivery.
- Develop growth strategy for the organization in the short, medium, and long term.
- Improve organization's image through improving its marketing and communication material.
- Develop and streamline Monitoring and Evaluation system.

Program Development and Resource Mobilization/ Generation

- Ensure development and implementation of fundraising strategic plan.
- Be the face of the organization and use relationships to develop and nurture new funding streams.
- Seek funding through creative avenues. This includes traditional fundraising and donor engagement, writing proposals to secure grants from international donor agencies, corporate sponsorship, public partnerships, private partnerships, social enterprise models, etc.
- Ensure timely reporting to program funders and other key partners.

Program Delivery

- Spearhead strategic and long-term planning for programmatic growth

- and impact.
- Oversee the design, implementation, evaluation, and growth of all programs to ensure quality and sustainability.
 - Represent the organization at meetings, conferences and events.

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

**Please mark the envelop/ subject line with the position you are applying
for, last date for applying is July 21, 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;**