



MOJAZ FOUNDATION

VACANCY ANNOUNCEMENT

MOJAZ Foundation envisions sustainable economic development by creating opportunities for poor people to escape out of poverty and improve their lives. MOJAZ is working across Punjab, Khyber Pakhtoonkhwa and Sindh; presently, we are seeking applications from energetic and committed individuals for the following position:

Team Lead: Position-01
Project donor: Punjab Saaf Pani Company
Location: Sialkot
Position reports to: Head of Programmes
Travelling: Position requires extensive travel
Job Posted on: April 17, 2017
Last Date of Apply: April 25, 2017

Responsibilities & Tasks:

- Responsible for project planning, implementation, and successful conclusion
- Prepare community engagement plan and supervise project interventions.
- Ensure that the implementation plan is followed for the achievement of agreed targets.
- Oversee and ensure effective communication with donor, line departments and relevant stakeholders.
- Ensure timely and accurate reporting on the Donor and MOJAZ Foundation's prescribed formats for the project monitoring and evaluation plan and donor requirements.
- Conduct capacity building activities for staff and community groups to facilitate implementation of planned activities.
- Ensure resource availability and allocation
- Any additional duty/task assigned by the management.

Qualifications:

- Master's degree (preferred) in Statistics, Development studies, social studies or its equivalent experience of project management and M&E.

- At least 08-10 years of experience particularly of social mobilization, project design, management and implementation
- Advanced computer skills
- Excellent writing and verbal communication skills
- Good strategic and analytical thinking and ability to interpret data

**Interested Candidates may send their resume with a covering letter to
Program Manager-HR 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 April 25, 2017

Only short listed candidates will be called for an interview

TA/DA is not admissible

MOJAZ Foundation is an equal opportunity employer

Women and Persons with Disabilities (PWDs) are especially encouraged to apply;