



# 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. The Foundation has established its partnership with leading international donor to implement its emergency relief project. Currently, MOJAZ Foundation is seeking applications from energetic and committed individuals for the following position based at District Sialkot.

### **Project Coordinator**

Number of Post: 01

Location: Sialkot

### **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.

### **Field Social Organizer**

- Number of Post: 06 (03 male, 03 female)
- Location: Sialkot

#### **Responsibilities and Tasks:**

- Introduce MOJAZ Foundation project and conduct meetings in community
- Develop profile of the villages/area, assist local community in addressing advocacy and development issues and develop linkages/networking with the Govt. Line Agencies and other similar organizations for intervention of MOJAZ project
- Carry out damage assessments in target Union Councils.
- Conduct filed surveys for data collection (identification, registration and selection of project beneficiaries).
- Collect Sex and Age Disaggregated data (SADD) from the targeted communities
- Assist in planning of distributions of Food, Non Food Items (NFIs), kitchen and hygiene kits.
- Aware and mobilize communities and conduct meetings with community members regarding project activities.
- Written and verbal reporting on progress of project activities to the Project Coordinator
- Coordinate with other team members including Logistics unit for smooth distribution of Food, Non Food Items (NFIs), kitchen and hygiene kits.
- Assist the Project Coordinator in all other issues related to the assigned project

#### **Skills/Qualification:**

- Bachelor's degree holder from recognized institution
  - Minimum 2 Years of relevant Work Experience in NGOs/INGOs.
  - Able to interact in remote areas with the diverse stakeholders.
  - Good communication skills (Presentation Skills).
  - Strong interpersonal skills (Coordination).
  - Ready to take initiatives and willing to work later hours and on weekends during emergencies and genuine need basis.
  - Command on local languages will be an added advantage.
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### **Finance Assistant**

- Number of Post: 01
- Location: Sialkot

#### **Responsibilities and Tasks:**

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

- Bachelor's degree holder from recognized institution
  - Three years working experience in finance related activities with an NGO/Development Sector.
  - Must have expertise in financial management.
  - Honesty & integrity is the key requirement of the position
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**Warehouse Incharge**

- Number of Post: 01
- Location: Sialkot

**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
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**Logistics and Admin Officer**

- Number of Post: 01
- Location: Sialkot

**Responsibilities and Tasks:**

- Manage logistics operations for the receipt and distribution of commodities and kits procured under the assigned project.
- Transportation of commodities to the project areas to ensure timely dispatch of inputs to final destinations as per agreed distribution plan

- Identify entry points at delivery of trucks and liaise with suppliers and transport companies
- Maintain functional accounting records of all inputs, through inventory, stock and tracking records, issuance of receipts, waybills, etc.
- Review and maintain inventory list of all Assets purchased under the project

**Skills/Qualification:**

- Bachelor's degree holder from recognized institution
  - Three years working experience of administration with in development Sector.
  - Honesty & integrity is the key requirement of the position
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**Data Entry Officer**

- Number of Post: 01
- Location: Sialkot

**Responsibilities and Tasks:**

- Enter the gathered information in excel spread sheets/database
- Develop distribution sheets for project team;
- Ensure regular gathering of data collected by Social Organizers;
- Ensure accurate and timely entry of data into the database;
- Ensure proper filing of data.
- Responsible to work according to the priorities set by the Project Coordinator
- Responsible to report to the Project Coordinator at frequent and regular intervals on the progress of data entry and any outstanding inaccuracies and / or discrepancies.

**Skills/Qualification:**

- Intermediate and Graduate fresh candidates are required
  - Must be diploma holder of Computer Science
  - Preferably 30-35 word per minute typing speed required;
  - Age limit Between 25-45 Years
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**Support staff/Security Guard**

- Number of Post: 05
- Location: Sialkot

**Responsibilities and Tasks:**

- 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.

**Skills/Qualification:**

- Must be Middle Pass
- Relevant working experience with a well known organization at least of one year;
- Age limit Between 25-45 Years

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

**OR Through Email on**

[nazeef@mojaz.org](mailto:nazeef@mojaz.org)

Please mark the envelop/ subject line with the position you are applying for, last  
date for applying is **October 03, 2014.**

**Please note that the hiring is on emergency basis therefore, vacancies can be  
filled if suitable candidate is found before the deadline.**

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.