



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 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 donor to implement its Micro-Finance Program. Currently, MOJAZ Foundation is seeking applications from energetic and committed individuals for the following positions:

i- **Field Unit Incharge**

Number of Post: 02

Location: District Narowal

Reports to: Branch Manager

Responsibilities and Tasks:

- Identify the areas suitable for microfinance operation and assign them to Community Development Officers (CDOs) for program implementation.
- Ensure that each CDO has monthly action plan for group formation, disbursement of loan and target achievement.
- Ensure that microfinance operation is undertaken in cost and time effective manner.
- Provide support and guidance to both CDOs and group/members as and when required.
- Assist Community Development Officers to prepare village profile of the working villages.
- Conduct social and technical appraisal of the loan applicants.
- Deal with delinquent loans, making full loan recovery.
- Provide timely information to the Manager Micro-Finance/ management regarding program indicators for effective monitoring.
- Responsible to manage the administration & management of office and ensure that staff is adhering with the organization's policies at Field Unit level.

Skills/Qualification:

- Bachelor degree holder from recognized institution
- Minimum 3 Years of relevant Work Experience in NGOs/INGOs or Micro-Finance Organization.
- Knowledge on Micro Finance , Community Mobilization will be plus
- Able to interact in remote areas with the diverse stakeholders.
- Good report writing skills (MS Word, Excel and PowerPoint).
- Good Communication and interpersonal skills
- Ready to take initiatives and willing to work late hours on genuine need basis.
- Command on local languages will be an added advantage.

Interested Candidates may send their resume with a covering letter on

jobs@mojaz.org

or

Program Manager-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 October 29, 2015

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.