



# 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 IFL project.

Currently, MOJAZ Foundation is seeking applications from energetic and committed individuals for the following positions:

i- **Project Coordinator-IFL**

Number of Post: 01

Location: Narowal

Reports to: Program Manager

**Salary Package: Rs=30000/-**

❖ **Intensive Travel Required during Job Assignments.**

**Responsibilities and Tasks:**

- Design and formulate general framework and strategy of the IFL Project, including baseline and implementation of intervention.
- Design and implement the system of monitoring and strategic assessment of the target area.
- Oversee and ensure effective communication with donors, line departments and relevant stakeholders, particularly clusters working in the same districts.
- To ensure timely and accurate reporting on the MOJAZ Foundation's prescribed formats for the project monitoring and evaluation plan and donor requirements.
- To develop detailed implementation plans for the program with the project team and ensure that the plan is followed by monitoring implementation and ensuring achievement of agreed targets.
- To supervise and ensure all project staff are fulfilling their assigned roles.
- To provide capacity building activities for staff and community groups to facilitate implementation of planned activities.
- Design, implement and maintain efficient planning, budget management, assessment and formulation of IFL Project.

**Skills/Qualification:**

- Master degree holder from recognized institution.
- Minimum 5 Years of relevant Work Experience in NGOs/INGOs.
- Knowledge on Micro Finance, Community Mobilization will be a 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.
- Command on local languages will be an added advantage.

**ii- Assistant Program Officer- Compliance & Development**

Number of Post: 03

Location: Narowal, Chistian & Muzzafargarh.

Reports to: Program Manager.

**Salary Package: Rs=12000/-**

**Tasks/Responsibilities:**

- Data collection and compilation of credit reports.
- Preparation of different monthly/quarterly/annual reports of credit, portfolio risk, sustainability & viability, disbursement analysis, recovery reconciliation etc.
- Credit related donor reporting and dissemination of credit information to the Regions & concerned.
- Perform desk reviews of potential clients and field appraisal.
- Research for potential operational area and clients.
- Conduct exit interviews of clients and survey for loan utilization.

**Skills/Qualifications/Experience:**

- Holder of Bachelors' Degree in Social/ Management Sciences, Master Degree is an advantage.
- Minimum of 3 years working experience in compliance & development.
- Highly organized, attention to detail and strong quantitative and qualitative analytical skills.
- Willing to undertake regular field visits and interact with community members and different stakeholders.
- Computer skill particularly Microsoft Word, Excel, Access, Power Point.
- Good oral and written communication and interpersonal skill.
- Command on local languages will be an added advantage.

**Interested Candidates may send their resume with a covering  
letter on [jobs@mojaz.org](mailto: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 November 05, 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.**