



# 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 the Pakistan to provide financial & nonfinancial services to improve livelihoods, humanitarian assistance, Health & Hygiene and social sector services. MOJAZ Foundation has established its partnership with an International donor to implement project "Reduction of Diarrhoea through WASH interventions" in District Pakpatan, Sahiwal, Hafizabad and Faisalabad. For the implementation of said project, we are seeking applications from committed and energetic individuals for the following positions. Preference will be given to the local applicants.

**District Coordinator:** Positions-04 (01 for each district)

**Location:** District Faisalabad ,Hafizabad ,Sahiwal & Pakpatan

**Position reports to:** Project Manager

**Job Responsibilities:**

As, **District Coordinator** you will be assisting **Programme Manager** in the following duties / assignments;

- Manage field team and ensure continuity of quality of project activities. Represent MOJAZ Foundation in district;
- 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 given time frame;
- A 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 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;
- Any other task assigned by the management;

**Key Qualifications:**

- Master degree holder in related discipline from recognized institution;
- Minimum 05 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;
- Command on local languages will be an added advantage;

**Admin Officer:** Positions-04 (01 for each District)

**Location:** District Faisalabad, Hafizabad, Sahiwal & Pakpattan

**Position reports to:** Program Manager Admin

**Job Responsibilities:**

As, **Admin Officer** you will be assisting **Program Manager-Admin** in the following duties/assignments;

- Supervise and maintain general discipline of project support/auxiliary staff;
- Procurement of all expendable and non-expendable supplies/items in a transparent manner;
- Maintain proper inventory of all the assets (computers, printers, capital items and furniture/fixtures etc.) of project & MOJAZ Foundation;
- Manage motor pool and ensure regular maintenance of all vehicles;
- Make lodging, boarding, transportation and other logistical arrangements for guests/visitors to MOJAZ Foundation meetings;
- Any other task assigned by the Management;

**Key Qualifications:**

- Bachelor's or higher degree in Accounting and Finance preferably B.Com/M.Com/MBA Finance
- 03 years of relevant professional experience, preferably with NGOs in the field of admin & finance;
- Honesty & integrity is the key requirement of the position

**Monitoring Evaluation & Research Officer:** Positions-04 (01 for each district)

**Location:** District Faisalabad, Hafizabad, Sahiwal & Pakpattan

**Position reports to:** ME&R Coordinator

**Job Responsibilities:**

As, **ME&R Officer** you will be assisting **ME&R Coordinator** in the following duties / assignments;

- Responsible for establishing the Monitoring and Evaluation system in order to evaluate the project activities & response;
- Prepare reports required for submission to donors and for the organizational internal decision making;
- Assist the management in establishing monitoring and evaluation framework and systems to ensure effective implementation of strategic plan and key Programme initiatives; also produce monthly, quarterly and annual Monitoring and Evaluation reports based on already agreed indicators;
- Collection of relevant and appropriate data for quantitative & qualitative analysis;
- Identify weakness and gaps in existing Programmes and accordingly corrective measures to achieve ultimate organizational objectives;
- Any other duty/task assigned by the management;

**Key Qualifications:**

- Holder of Master's Degree in Social/ Management Sciences;
- Minimum of 3 years working experience in M&ER system design and mainstreaming in Programmeme cycle management;
- Highly organized, attention to detail and strong quantitative and qualitative analytical skills;
- Computer skill particularly Microsoft Word, Excel, Power Point; and Familiar with computer-based analysis;
- Willing to undertake regular field visits and interact with community members and different stakeholders;
- Good oral and written communication and interpersonal skill;

**Social Organizer:** Positions-61 (15 for each district)

**Location:** District Faisalabad, Hafizabad, Sahiwal, Pakpatan

**Position reports to:** District Coordinator

**Job Responsibilities:**

- Responsible to organize communities into formal community based structures to carryout project activities;

- Aware and mobilize communities and conduct community engagement activities in field;
- Ensure formation of WASH committees and WASH clusters as per project timelines;
- Formation of district WASH core group;
- Organize awareness raising sessions for Village House Hold Committees;
- Written and verbal reporting on progress to the District Coordinator;
- Assist the District Coordinator in all other issues related to the project;

**Key Qualifications:**

- At least bachelor's degree holder in related discipline from recognized institution however master's degree holders will be given preference;
- At least 2 year experience in community mobilization;
- Possess leadership & problem solving skills and adaptability;
- Efficient in managing community as well as team problems;
- Willing to undertake regular field visits and interact with community members and stakeholders;

**HR-Officer : Positions-01**

**Location:** Head Office -Narowal

**Position reports to:** Programme Manager Human Resource

**Job Responsibilities:**

- Assist the Manager HR, in project HR matters including appointments and related correspondence, Draft routine letters, memorandums, office orders etc.,
- Handling of employees grievance and their counseling,
- Timely hiring and induction of the project staff.
- Maintain an up-to-date filing system, and serve as custodian of all files and correspondence in the Head Office,
- Maintenance of personal files, contracts and their renewals,
- Monitor and report on daily attendance as well as authorization of leave,
- Arrange performance appraisal for project staff,
- Developing job advertisements, TORs for the staff in consultation of concerned department;

- Responsible to Need identification for staff trainings and subsequent arrangement of such events on regular basis,
- Responsible to Documentation of all correspondence from Head Office, Field Offices systematically,

**Key Qualification:**

- The candidate must be holding master's degree in human resources management or business administration;
- The candidate must have three (03) years' experience of Human Resource, personnel and administrative management;
- Computer skilled, with advanced knowledge and experience in Microsoft Office, Excel, and Power Point and Human Resource Information Systems software;
- Excellent active listening, negotiation and presentation skills;
- Age limit Between 26-35 Years;

**Manager Security : Positions-01**

**Location:** Head Office -Narowal

**Position reports to:** Chief Executive Officer

**Job Responsibilities:**

- Develop and implement security policies, protocols and procedures
- Provide route clearance to the programme
- Coordination with local govt. bodies/ Agencies and file for NOC matters.
- Control budgets for security operations and monitor project expenses
- Recruit, train and supervise security officers and guards
- Attend meetings with other managers to determine operational needs
- Plan and coordinate security operations for specific events under Project
- Coordinate staff when responding to emergencies and alarms
- Review reports on incidents and breaches
- Investigate and resolve issues
- Create reports for management on security status

**Key Qualification:**

- Proven experience as security manager or similar position

- Experience using relevant technology and equipment (e.g. CCTV)
- Experience in reporting and emergency response planning
- Excellent knowledge of security protocols and procedures
- Working knowledge of MS Office
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership skills
- Master's degree; Further education in security administration or similar field will be an asset

**Interested Candidates may send their resume with a covering letter at**

**[jobs@mojaz.org](mailto:jobs@mojaz.org)**

**Mention name of the position in subject**

**Last date for applying is May 24, 2018.**

**Only short listed candidates will be called for an interview**

**TA/DA is not admissible**

**MOJAZ Foundation is an equal opportunity employer**