

Job Opportunity

Aurat Foundation, a national non-profit, non-governmental organization working for women's empowerment, seeks applications from qualified and experienced individuals.

Position	Location	Qualification/Experience
Program Officer	Islamabad	<p>Qualification: Master Degree preferably in Political Science, Gender Studies, another social science or international affairs.</p> <p>Experience: 3-5 years relevant experience.</p> <p>Main Functions The Program Officer (PO) will be required to lead general project oversight and follow-up, perform high-level missions' administrative, logistics and financial management in coordination with project partners and implement activities planning and design. The position is reportable to the Project Coordinator. He/she will supervise the work of the volunteer(s) assigned to this project. Any additional task assigned by the project director or executive management.</p> <p>Skills: strong communication and Computer operating skills.</p>
Grants Finance Officer	Peshawar	<p>Qualification: Completed article ship from ICAP recognized Chartered Accountant firm or Masters in Finance</p> <p>Experience: 3-5 years relevant experience</p> <p>Main Functions: Conduct pre-award assessments, follow up visits to grantees, monitor/maintain compliance with standard provisions of USAID's cooperative agreement, review program expenses and ensure correctness, provide periodic orientation to grantees; prepare monthly spending/projections, ensure timely financial reporting</p> <p>Skills: Computer, English writing</p>

Please submit your CV providing complete information on personal, academic and professional matters with two references: to the email: jobs@af.org.pk , not later than 21st December 2011.