

Job Opportunities

Aurat Foundation, a national non-profit organization working for women's empowerment, invites applications for different positions in the following project:

Aawaz is a five-year Voice and Accountability programme to strengthen citizen's voice for democratic processes in Pakistan to make them more open, inclusive and accountable to citizens. The programme has three distinct components, **Gender, Conflict Resolution and Citizens Engagement**, to be implemented in 45 districts across **Punjab and Khyber-Pakhtunkhwa** provinces. The programme is being piloted in five districts by Aurat Foundation, to be followed by full-fledged implementation from March 2013.

Following are the positions:

Sr #	Job Title	Place of Work/ No of Positions	Qualification/ Experience/ Job Requirements
1.	National Program Manager	Islamabad (1)	<p>Qualifications: Master's degree or equivalent in Project Management from HEC recognized Institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> ■ A professional with minimum 10 years of relevant work experience with International/ National NGOs will be preferred and 5 years of which should be managing the large scale programs independently. ■ Experience of working on the issue of women's political participation, conflict resolution and citizen's participation. <p>Main functions:</p> <ul style="list-style-type: none"> ■ Design and implementation of program activities and functions. ■ Develop annual, quarterly work plans. ■ Support and coordinate the implementation of approved work plans and activities at National Level in consultation with the stakeholders. ■ Directly supervise and manage all the program teams at National, Provincial and District levels. ■ Develop and ensure the quality assurance of all the program activities. ■ Coordinate with regional offices and other programs/projects to develop synchronization. ■ Play a key oversight and due diligence role to achieve the outputs of the program. ■ Prepare risk assessment and mitigation plans. <p>Skills:</p> <ul style="list-style-type: none"> ■ Excellent skills of writing progress and analytical reports and developing work plans. ■ Understanding and experience of community development work in Pakistan ■ Understanding of Voice and Accountability

			<p>frameworks</p> <ul style="list-style-type: none"> ■ Language proficiency in English and Urdu with sound knowledge of local languages would be an added value.
2.	Assistant Manager Documentation & Communications	Islamabad (1)	<p>Qualifications: Master's degree or equivalent in Communications from HEC recognized Institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> ■ A minimum of 3-5 years of relevant work experience ■ Work experience with National NGOs is preferred. <p>Main functions:</p> <ul style="list-style-type: none"> ■ Coordinate and compile Quarterly Progress Reports. ■ Develop, write, edit and finalize the Annual Report. ■ Proof reading and editing all AWAAZ Program reports. ■ Editing and finalizing the success stories and case studies. ■ Actively coordinate and liaise with Communication and Media Unit. ■ Prepare and send press releases or briefs to media and ensure coverage of information about program in print, electronic and web media. <p>Skills:</p> <ul style="list-style-type: none"> ■ Excellent Urdu & English Communication and representational skills with good computer skills.
3.	Capacity Building Officer	Peshawar (1)	<p>Qualifications: Master's in development studies or equivalent from HEC recognized university.</p> <p>Experience:</p> <ul style="list-style-type: none"> ■ 3-5 years relevant experience preferably with an NGO/INGO <p>Main functions:</p> <ul style="list-style-type: none"> ■ Assist in reviewing capacity building plans & manual in objective areas of the program. ■ Review and refine capacity building approaches to ensure most appropriate capacity building actions are employed. ■ Prepare training materials, modules and

			<p>handouts.</p> <ul style="list-style-type: none"> ■ Develop and implement monthly work plan for Capacity Building Unit. ■ Plan, manage and deliver training workshops. <p>Skills:</p> <ul style="list-style-type: none"> ■ Excellent Urdu & English Communication and representational skills with good computer skills. Knowledge of local languages would be an added value.
4.	Monitoring & Evaluation Officer	Lahore (1)	<p>Qualifications: Master's degree or equivalent in Economics, Development, Social Sciences, Political Science or Management</p> <p>Experience:</p> <ul style="list-style-type: none"> ■ 3-5 years relevant experience preferably with an NGO/INGO <p>Main functions:</p> <ul style="list-style-type: none"> ■ Ensure effective implementation of the Monitoring and Evaluation Framework of the Program. ■ Coordinate with stakeholders involved for quality assurance related activities. ■ Monitor and evaluate overall progress of the project on achievement of results. ■ Report monthly, quarterly, half-yearly and annual progress on all project activities to the National Program Manager. ■ Design and collect case studies to measure impact. ■ Ensure accurate and timely reporting to the donor and management organization. ■ The position requires extensive traveling to implementing districts. <p>Skills:</p> <ul style="list-style-type: none"> ■ Excellent Urdu & English Communication and representational skills with good computer skills. Knowledge of local languages would be an added value.
5.	District Coordinator	Malakand (1) Kohat(1) Jhang (1) Okara (1) Rawalpindi (1)	<p>Qualifications: Master's degree or equivalent in relevant social sciences and above programme components from HEC recognized Institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> ■ Minimum of 5 years of relevant work experience

			<ul style="list-style-type: none"> ■ Experience of working with national and/or international CSOs ■ Experience of working on the issue of women's political participation <p>Main functions:</p> <ul style="list-style-type: none"> ■ Support the Provincial Manager Outreach and Network in coordinating the work of Aawaz Programme in the districts across three themes and with PARR facility ■ Supervise the work plan implementation according to logical framework and budget at the district, union and village-level ■ Collate information and generate district progress reports ■ Support the Provincial office in branding and marketing of Aawaz, contribute in the web-based and print material development, coordinate outreach events and meetings ■ Ensure the quality of activities ■ Visiting the field and participating in programme planning and review meetings ■ Contribute to the generation of relevant knowledge from the programme and arrange for its sharing during inception as well all along the programme duration by collecting and writing testimonials, case studies, etc. <p>Skills:</p> <ul style="list-style-type: none"> ■ Demonstrated and sufficient experience of writing progress reports and developing work plans, etc. ■ Understanding and experience of community development work in Pakistan ■ Understanding of Voice and Accountability frameworks ■ Language proficiency in Urdu (for all), Punjabi (for positions in Punjab) and Pashto (for positions in KP). <p>REPORTING LINE AND WORK BASE DC will report to the Provincial Manager Outreach and Network, Aawaz Programme and shall be based in the duty district.</p>
6.	District Program Officer	Mardan (1) Malakand (2) Kohat (2) Jhang (2) Okara (2) Rawalpindi (2)	<p>Qualifications: Master's degree or equivalent in relevant social sciences and above programme components from HEC recognized Institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> ■ 3 years of relevant work experience ■ Experience of working with national NGO and/or Provincial CSOs

			<p>Main Functions:</p> <ul style="list-style-type: none"> ■ Support the District Coordinator in coordinating the work of Aawaz Programme across the three themes and with PARR facility ■ Support in the work plan implementation at local-level ■ Collate information ■ Support the District Coordinator in branding and marketing of Aawaz, coordinating outreach events and meetings ■ Ensure the quality of activities ■ Visiting the field and participating in programme planning and review meetings ■ Contribute to the generation of relevant knowledge from the programme and its sharing during inception as well all along the programme duration by collecting and writing testimonials, case studies, etc. <p>Skills:</p> <ul style="list-style-type: none"> ■ Sufficient experience of writing progress reports, etc. ■ Experience of community development work in Pakistan ■ Understanding of Voice and Accountability frameworks ■ Master’s degree in a relevant field ■ Language proficiency in Urdu (for all), Punjabi (for positions in Punjab) and Pashto (for positions in KP). <p>REPORTING LINE AND WORK BASE</p> <p>DPO will report to the District Coordinator Aawaz Programme and shall be based in the district of duty.</p>
7.	Assistant District Program Officer	Malakand (1) Kohat (1) Jhang (1) Okara (1) Rawalpindi (1)	<p>Qualifications: Master’s degree or equivalent in relevant social sciences and above programme components from HEC recognized Institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> ■ 2 years of relevant work experience ■ Experience of work with Provincial NGOs and/or District CSOs <p>Main Functions:</p> <ul style="list-style-type: none"> ■ Support the District Coordinator in coordinating the work of Aawaz Programme across three themes and with PARR facility ■ Support in the work plan implementation at local-level

			<ul style="list-style-type: none"> ■ Support in the identification, support and facilitation work ■ Collate information ■ Support the District Coordinator in branding and marketing of Aawaz ■ Ensure the quality of activities ■ Visiting the field and participating in programme planning and review meetings ■ Contribute to the generation of relevant knowledge from the programme and its sharing during inception as well all along the programme duration by collecting and writing testimonials, case studies, etc. <p>Skills:</p> <ul style="list-style-type: none"> ■ Experience of community development at Union council/ village level ■ Understanding of Voice and Accountability frameworks ■ Language proficiency in Urdu (for all), Punjabi (for positions in Punjab) and Pashto (for positions in KP). <p>REPORTING LINE AND WORK BASE ADPO will report to the District Coordinator Aawaz Programme and shall be based in the district of duty.</p>
8.	District Admin/Accounts Officer	Sargodha (1) Malakand (1) Kohat(1) Jhang (1) Okara (1) Rawalpindi (1)	<p>Qualifications: B.Com or equivalent from HEC recognized Institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> ■ 3+ years of professional experience in finance and accounting in well reputed organization. ■ Work experience with Provincial NGOs and/or District CSOs is preferred. <p>Main Functions</p> <ul style="list-style-type: none"> ▪ Ensure smooth running of routine office work. ▪ Provide supplies as per staff requests. ▪ Ensure smooth functioning, detailing and maintenance of transport. ▪ Provision of timely Transport / Logistics ▪ Recommend optimal transportation modes, routing, equipment and frequency. ▪ Ensure cleanliness of office premises and vehicles. ▪ Ensure efficient utilization of office space. ▪ Maintain efficient filing system for

			<p>administrative and accounting records.</p> <ul style="list-style-type: none"> ▪ Review of all expenditures of District office (Activities, Opex). ▪ Ensure that the program staff submits all supporting documents in a timely manner and not later than two days of Activity completion. (In case of non-compliance, report immediately to regional finance head). ▪ Ensure that no Capital item is purchased at District office. ▪ Ensure timely submission of reports to Regional Finance Head. ▪ Ensure that all expenditures are recorded timely in GL and submissions are matched up with the accounting system. <p>Skills:</p> <ul style="list-style-type: none"> ■ Experience of community development at Union council/ village level ■ Understanding of Voice and Accountability frameworks ■ Language proficiency in Urdu (for all), Punjabi (for positions in Punjab) and Pashto (for positions in KP). <p>REPORTING LINE AND WORK BASE DA/AO will report to the Regional Finance Head and shall be based in the district of duty.</p>
9.	Office Assistant/Photocopier	Peshawar (1) Lahore (1)	<p>Qualifications: Bachelors or equivalent from HEC recognized Institution</p> <p>Experience:</p> <ul style="list-style-type: none"> ■ 2-3 years relevant experience <p>Main Functions:</p> <ul style="list-style-type: none"> ■ Maintenance of office premises ■ Custody & locking of office premises ■ Dealing with vendors for getting repair & maintenance done in office premises ■ Maintenance of Store & Stock ■ Issuance of store & stationary items ■ Maintenance and updating of stock & stationary registers on daily basis ■ Handling inward and outward mail & fax ■ Photocopying ■ Ensuring that all appliances are in order including air-conditioning units and other fixed

			assets.
10.	Office Boy	Malakand (1) Kohat (1) Jhang (1) Okara (1) Rawalpindi (1)	<p>Qualifications: Matric/Intermediate</p> <p>Experience: 1-2 years of experience in a similar position</p> <p>Main Functions:</p> <ul style="list-style-type: none"> ▪ Performing outdoor/indoor petty including photocopies, bill deposit, postage of mail ▪ Opening/closing office as per the given schedule ▪ Supervising cleaning & dusting office ▪ Serving tea/food/refreshments to staff and guests ▪ Purchasing Utilities <p>REPORTING LINE AND WORK BASE Office boy will report to DA/AO and shall be based in the district of duty.</p>
11.	Driver	KPK Punjab	<p>Qualifications: Intermediate with a valid driving license</p> <p>Experience: 3-4 years of experience in a similar position in a reputed organization</p> <p>Main Functions:</p> <ul style="list-style-type: none"> ▪ Carrying out driving/outdoor duties as/when required ▪ Ensuring that the vehicle is in working condition (maintenance, repair, tool kit) and clean ▪ Keeping the vehicle documents and log book updated ▪ Reporting to supervisor for any damages, faults and requisitions <p>Skills:</p> <ul style="list-style-type: none"> ■ Good driving skills ■ Language proficiency in Urdu, Punjabi and Pashto. <p>REPORTING LINE AND WORK BASE Driver will report to DA/AO and shall be based in the district of duty.</p>
12.	Sanitary Worker	Malakand (1) Kohat (1) Jhang (1) Okara (1) Rawalpindi (1)	<p>Qualifications: Matric/Middle grade</p> <p>Experience: 1-2 years of experience in a similar position</p> <p>Main Functions:</p> <ul style="list-style-type: none"> ▪ Cleaning of Floor ▪ Cleaning of Washrooms

			<ul style="list-style-type: none">▪ Ensuring cleanliness of Office Premises <p>REPORTING LINE AND WORK BASE Driver will report to DA/AO and shall be based in the district of duty.</p>
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Reference advertisement published on February 17, 2013, the last date for submission of applications has been extended to **March 15, 2013**. Please send your applications along with updated CV on jobs@af.org.pk or dispatch them to Aurat Foundation, Head Office, Islamabad no later than **15th March 2013**. Kindly mention your name and job title in the subject line.