

Job Opportunities

Sr #	Job Title	Place of Work/ No of Positions	Qualification/ Experience/ Job Requirements
1	Director MER	Islamabad (1)	<p>Qualifications: Master's degree or equivalent in relevant social sciences and above programme components from HEC recognized Institution. Relevant education from international university will be preferred.</p> <p>Experience:</p> <ul style="list-style-type: none"> At least 5-7 years working experience in monitoring, evaluation and research related senior positions in development, public or private sectors. Experience of working on gender/ rights based projects / programmes Experience of working on US funded project will be an advantage <p>Main functions:</p> <ul style="list-style-type: none"> Develop, revise and implement the annual Performance Monitoring Evaluation Plan Provide senior management with reports on any issues highlighted in monitoring visits Ensure timely implementation of work plans of the unit Provide leadership to MER staff at regional offices Prepare quarterly/monthly reports of the relevant section Oversee and report on PMS database, Pak Info database and Small Grants database Participate in and conduct M&E trainings Supervise and conduct research for the program Coordinate and supervise program evaluation/assessments <p>Skills:</p> <ul style="list-style-type: none"> Excellent analytical and interpersonal skills Excellent skills in communication and report writing in English Highly organized and able to manage and prioritize workload Ability to work independently and as part of team Ability to work collaboratively, while taking a leadership role Ability to create effective and efficient systems for gathering and analyzing complex data

			<ul style="list-style-type: none"> • Ability to interpret complex information in simple and meaningful way to a variety of target audience • Ability to manage and provide required information to partners organizations, sub-grantees as well as donors • Ability to work under-pressure, meet deadlines, and be good at multi-tasking • Ability to take initiative, be self-motivating and self-starter • Computer literate <p>REPORTING LINE AND WORK BASE Director MER will report to the Chief of Party and shall be based in Islamabad.</p>
2	Program Officer – Capacity Building	Islamabad (1) Karachi (1) Peshawar (1)	<p>Qualifications: Master’s degree or equivalent in relevant social sciences from HEC recognized Institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> • At least 5 years working experience in training / capacity building role preferably in development sector • Experience of working on gender/ rights based projects / programmes • Experience of working on US funded project will be an advantage <p>Main functions:</p> <ul style="list-style-type: none"> • Provide support to TCBS in implementing capacity building plan of GEP • Provide support to TCBS in developing CB strategy and annual work plan • Assess capacity building needs to feed into the Capacity Building Plan • Provide input in preparing & reviewing training materials, modules and handouts • Plan and manage training workshops • Provide substantive support and assist TCBS in maintaining track record of sub-grants • Manage all CB files and responsible for archiving CBU materials, manuals etc. • Prepare workshop reports and training sessions • Responsible for archiving all CBU reports, files and training material • Update all training records every month and share with the unit • Provide support to TCBS in designing CB interventions for GEP staff and sub-grantees

			<p>Skills:</p> <ul style="list-style-type: none"> • Excellent communication, interpersonal and coordination skills • Excellent writing skills in English • Highly organized and able to manage and prioritize workload • Ability to work independently and as part of team • Good analytical skills and attention to detail • Ability to take initiative, and self motivated • Ability to work under-pressure and meet deadlines • Computer literate <p>REPORTING LINE AND WORK BASE Islamabad based Program Officer – CB shall report to Training and Capacity Building Specialist (TCBS) whereas regional positions shall report to Provincial Program Manager (with additional reporting to Training and Capacity Building Specialist at Head Office).</p>
3	Program Officer – Monitoring and Evaluation	Lahore (1)	<p>Qualifications: Master’s degree or equivalent in relevant social sciences and above programme components from HEC recognized Institution.</p> <p>Experience: 3 to 5 years’ experience in development sector, Experience in M&E, research and program design.</p> <p>Main functions:</p> <ul style="list-style-type: none"> • Implement Monitoring & Evaluation plan at regional level • Prepare quarterly/monthly reports of the unit • Liaise with sub-grantees on a regular basis regarding project activities • Represent GEP as and when necessary • Conduct M&E visits to all sub-grantees as required • Enter program monitoring reports in PMS database • Provide weekly report on monitoring visits to head office • Conduct research and assessments/evaluations at the regional level • Undertake training sessions as and when required <p>Skills:</p> <ul style="list-style-type: none"> • Demonstrated and sufficient experience of research, program monitoring, data analysis, evaluation and reporting.

			<ul style="list-style-type: none"> • Demonstrated analytical, interpersonal and communication skills • Understanding the concepts of community development and women empowerment in Pakistan • Language proficiency in English and Urdu, with excellent writing skills in English. • Computer literate <p>REPORTING LINE AND WORK BASE Program Officer – M&E shall report to Provincial Program Manager (with additional reporting to Director MER at Head Office).</p>
4	Program Officer – Communication and Media	Islamabad (1) Quetta (1)	<p>Qualifications: Master’s degree or equivalent in relevant social sciences, mass communications or journalism from HEC recognized Institution.</p> <p>Experience: 3 to 5 years’ experience in communications and media within national or international NGOs, events management, producing newsletters, and documentation as per USAID guidelines.</p> <p>Main functions:</p> <ul style="list-style-type: none"> • Responsible to develop and update website, relevant social / new media and report writing • Assist in designing and developing publications • Assist in conducting communication workshops, session planning etc • Develop content for web site, Facebook page and USAID webpage. Monitor web contents uploaded by various sub-grantees related to the program. • Using social media for branding of the project and to highlight various activities using Twitter, Facebook and Youtube etc • Extensive liaison with Communications and Media Officers at regional offices for website content updating and develop case studies and success stories. • Managing digital communication • Lay out design, proof reading and formatting of reports and studies for publication • Assist Media and Communications Specialist in implementation of communication strategy • Prepare media communications of different events and completely document the event

			<ul style="list-style-type: none"> • Be willing to contribute to share administrative tasks when required. • Assist to develop and design publications <p>Skills:</p> <ul style="list-style-type: none"> • Demonstrated skills and experience of producing press releases, case studies, success stories. • Demonstrated experience of working on relevant computer software e.g. In-page, Adobe Photoshop, Ms Office, Coral Draw etc. • Good Photography skills will be an added advantage • Computer literate <p>REPORTING LINE AND WORK BASE Program Officer – C&M based in Islamabad shall report to Communication and Media Specialist whereas, Quetta based position shall report to Provincial Program Manager (with additional reporting to Communications and Media Specialist at Head Office).</p>
5	Grants Finance Officer	Karachi (1)	<p>Qualifications: Completed Article ship from ICAP recognized Chartered Accountant firm or Masters in Finance.</p> <p>Experience: 3 to 5 years’ experience in development sector, financial monitoring, budgeting and financial documentation as per USAID guidelines.</p> <p>Main functions:</p> <ul style="list-style-type: none"> • Conduct financial monitoring of sub-grantees at the regional level • Enter financial monitoring reports in PMS database • Implement Grants & Finance plan and ensure compliance at regional level • Liaise with sub-grantees on a regular basis and represent GEP as and when necessary • Review budgets of potential sub-grantees • Conduct due diligence of potential sub grantees • Provide weekly report on financial monitoring to the head office • Manage finance at the regional-offices level

			<p>Skills:</p> <ul style="list-style-type: none"> • Demonstrated and sufficient experience of financial monitoring, financial reviews and handholding support. • Demonstrated experience and knowledge on USAID financial guidelines • Computer literate <p>REPORTING LINE AND WORK BASE</p> <p>Grants Finance Officer shall report to Provincial Program Manager (with additional reporting to Director MER at Head Office). This position shall be based in Karachi</p>
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Please send your applications along with updated CV at the following e-mail address jobs@af.org.pk no later than 3rd November 2013. Kindly mention your name and job title in the subject line.

Anti-Fraud Hotline:

“USAID/Pakistan has, in cooperation with the USAID Office of Inspector General, established the Anti-Fraud Hotline to provide an avenue for the reporting of fraud, waste, and abuse which may be associated with USAID funded projects in Pakistan. Complaints are handled with complete confidentiality and individuals are encouraged to report when corruption, fraud, waste or abuse may exist in the USAID/Pakistan projects. Reports can be filed anonymously via the easy-to-use **Hotline** (toll free number **0800-84700**); e-mail at complaints@anti-fraudhotline.com ; fax at 021-35390410; postal address at 5-C, 2nd Floor Khayban-e-Ittehad, Phase VII, DHA ,Karachi, Pakistan; and on the website www.anti-fraudhotline.com”.