

**Pakistan Fisherfolk Forum a Well Known and Established National level
Non-Governmental Organization Urgently requires
Following Staff for Ibrahim Haydri Karachi**

1. Project Coordinator 1 post

Qualification Preferably Master's degree in Social Sciences

Job Duration: 7 Months

Experience: Minimum five years of project management experience with at least one or two year of managing peace building and social cohesion project, preferably female because project title is "Women Peace builders of Ibrahim Hyderi" Project Coordinator will be responsible for Project planning, Management, Monitoring and Coordination. He/She will maintain close liaison with all relevant stakeholders in the community.

2. Program Officer 1 post

Qualification: Under-Graduate (Bachelors) BA, BSc

Job Duration: 7 Months

Experience: Minimum three years relevant experience and at least one year of managing peace building and social cohesion, preferably female because project title is "women Peace builders of Ibrahim Hyderi" program Officer will be responsible for engaging those individuals in the community who are not otherwise engaged. He/she will coordinate with reporting officer to mobilize and engage beneficiaries, and help the project team in implementing the sessions, activities

3. Reporting Officer 1 post

Qualification: Graduate (Bachelors) BA, BSc

Job Duration. 7 Months

Experience: Minimum three years relevant experience, Reporting Officer will be responsible for monitoring and generating all reports of the activities at least one or two year of managing peace building and social cohesion project. He/She will work closely with the project team to generate and maintain information about project activities and communication in the form of reporting. The person will also compile field progress reports on weekly and monthly basis for share it with the Project Coordinator. Apart from this he/she will prepare weekly progress reports, milestone reports and activity completion report. This position will be responsible to conduct field visits for success stories, lesson/s learnt, challenges through observation/feedback collected from beneficiaries and other relevant stakeholders during implementation of project activities.

4. Field Officer 1 post

Qualification: Under-Graduate (Bachelors) BA, BSc

Job Duration: 7 Months

Experience: Minimum two years relevant experience at least one year of managing peace building and social cohesion project, preferably female because project title is "Women Peace builders of Ibrahim Hyderi" Field Officer will be responsible for conducting outreach/mobilization within targeted communities for all project activities. This position will engage beneficiaries, and help the project team in implementing planned activities. He/she will be responsible to keep close liaison with beneficiaries and communities.

This includes reach out the larger communities by organizing out-reach sessions to select targeted beneficiaries. Filed officer will be keeping contact with direct beneficiaries as well as community members/leaders/influencers to provide mobilization function required for the successful implementation of project activities within targeted areas. This position will also be responsible to

regularly conduct field visits (door to door, corner meetings, community sessions etc.) for creating awareness and larger support base within targeted neighborhoods where the project activities will be conducted. This position will be a focal point for the beneficiaries visiting community spaces (established by partner within targeted area for participating/conducting the project activities).

5. Finance Officer 1 post

Qualification: Graduation preferred B.Com / BBA

Job Duration: 7 Months

Experience: Minimum three years relevant experience this position will be responsible for managing all financial transactions including:

- Preparation of Voucher
- Preparation of Cash Book
- Preparation of General Ledger
- Preparation of Trail Balance
- Preparation of Operating Expenditure
- Preparation of Payroll.
- Preparation & Filing of Income Tax
- Reconciliations of bank accounts.
- Preparation of Cash Flow
- Preparation of supplier and employee tax challis.
- Bank reports/Fund Utilization report.
- Analysis of cost, expenses & consumption.
- Monitor routine /monthly payments in time (Leasing, Creditors)

6. Admin & Logistics Officer 1 post

Qualification: Graduation preferred B.Com / BBA

Job Duration: 7 Months

Experience: Minimum three years relevant experience

This position will be responsible for managing the administrative and logistic matters enabling other team members to undertake project related activities smoothly. He will support in day to day activities of the project including:

- To look after administrative and logistic matters of project
- Coordination with vendors and service providers to ensure timely procurement
- Collection and verification of quotations from vendors/service providers to procure products/services on feasible and reasonable rates
- Event management and facilitating program team in provision of required event materials and equipment in different type of sessions.

We are an equal opportunity employer particularly woman's & minorities are encourage to apply. We Reserve the rights to reject any candidate or all applicants without any reasons. Preference will be given to the local resident.

Candidates meeting the above Job requirements should send their latest CV and color photograph along with a covering letter clearly explaining interest and addressing the key competencies and expected salary for the post on the below mentioned email address applications till **23rd Apr, 2021**.

(Clearly mention position applied for in the subject line).

Influence to the recruitment process will be automatically disqualified.

Please send your CV at following E-mail. hr.ngopk@gmail.com