

### **Job Opportunities**

A non-profit international humanitarian organization is seeking applications from potential candidates for the following positions:

#### **Project Manager (01 Position) Quetta**

**Required qualifications and experience:** Masters in social sciences with at least 05 years work experience in implementing and managing development sector programs. The Project Manager assists to his/her supervisor in outlining a strategic plan for the implementation of the project including identifying methods of operation for effective programming and maximum results.

#### **Project Officer – Health Facilities - (01 Position) Quetta**

**Required qualifications and experience:** Masters in social sciences, Public Health including Lady Health Visitors Course or other related degrees with 03 years' work experience of carrying out implementation activities in the field of healthcare for NGO/INGO. The Project Officer- Health Facilities (PO) has overall responsibility of day-to-day implementation of health related project activities in identified health facilities.

#### **Project Officer – Cash Distribution - (01 Position) Quetta**

**Required qualifications and experience:** Masters in social sciences/ business administration/ development studies/ other related discipline with 03 years' work experience of implementing cash / NFI distribution projects for NGO/INGO. Good knowledge of protection and vulnerabilities identification tools. The Project Officer-Cash distribution has overall responsibility of day-to-day implementation of cash distribution related activities at community level (both Afghan and Host communities).

#### **MEL Officer - (01 Position) Quetta**

**Required qualifications and experience:** Master's in Economics/Business administration/ other relevant discipline with 05 experience in designing and establishing M&E tools and systems. MEL Officer is responsible for developing, coordinating, maintaining and constantly improving the MEL functions, The MEL Officer will work in close coordination with the MEL Manager in Islamabad and with the program teams in Quetta.

#### **Community Mobilization Officer - (01 Position) Quetta**

**Required qualifications and experience:** Master degree in social sciences/ social work /development studies/ other related discipline with 03 years' work experience of implementing community mobilization projects for NGO/INGO. The Community Mobilization Officer (CMO) has overall responsibility for day to day implementation of project community mobilization activities in the community which include establishing liaison and coordination with community representatives, members of the CECs and PTSMCs, youth and community leaders.

#### **Field Sub Engineer - (01 Position) Quetta**

**Required qualifications and experience:** BS in Civil Engineering with 03 years work experience in construction projects. Working with NGOs, INGOs and UN system is an asset. Proven experience building capacity of staff, government bodies and collaborating closely with key stakeholders. The Field Sub Engineer is overall responsible for day-to-day management repair and renovation of infrastructure, Hand washing stations and regular supply of potable water, disinfection of school premises and chlorination of water.

#### **Project Assistant (01 Positions) Quetta**

**Required qualifications and experience:** B. Com/ Bachelors in social sciences with 02 years' relevant admin and finance experience preferably in NGO sector. Excellent time management skills and knowledge of financial matters and procurement procedures will be an asset. S/he will also be responsible for other project specific documentation.

#### **Finance Assistant (01 Positions) Quetta**

**Required qualifications and experience:** B. Com/ Bachelors in social sciences with 02 years relevant admin and finance experience preferably in NGO sector. Excellent time management skills and knowledge of financial matters and procurement procedures will be an asset. He will also be responsible for other project specific documentation. S/he will work closely with both project management and support staff (including finance, administration and program).

Interested candidates may submit their resume with three references and a covering letter to the following address by August 03, 2020. Only short listed candidates will be contacted for interview and test. Appoint letters will be issued once the funds are secured. Detailed Job Description can be obtained from the link; <https://tinyurl.com/v2vqkut4>

**Note: Mention the title of position in the subject line for which you are applying.**

**Email: hrdeptgta@gmail.com**

**OR**

**P.O Box No. 314, GPO Quetta**

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