



Mercy Corps is a non-governmental & non-profit organization that exists to alleviate suffering, poverty and oppression by helping people build secure, productive and just communities.

Mercy Corps is seeking applications from potential candidates for the following positions:

**Compliance & Sub Grants Coordinator-01 Position
(Islamabad Based)**

Qualification & Experience:

The position requires an MBA or CMA/CA/ACCA inter, with at least 03 years of experience working in finance, internal control department of a large organization/INGO. Experience working with sub grants and contract management is required. Demonstrated skills in diplomacy, confidentiality and active collaboration. The following skills and practical experience would be desirable. Practical accounting and auditing skills, experience & knowledge of auditing and compliance, preparation of budget, forecasts, management accounts/reports, general ledgers maintenance, adjusting entries, superior computer skills, effective verbal & written communication, multi-tasking, organizational, prioritization skills are necessary. The person must possess accuracy aptitude and analytical skills.

Responsibilities/Duties:

Compliance & sub grants coordinator will be responsible for building the capacity of Mercy Corps and its partners to meet the compliance and requirements of donors and MC policies and procedures. It is expected that coordinator will spend eighty percent of his/her time in the field offices of Mercy Corps and partner organizations. The position will identify area of institutional development needs in collaboration with the finance, administration and program department.

**Senior Operations Officer-01 Position
(Islamabad Based)**

Qualification & Experience:

The position requires a BA/S or equivalent in relevant field, MA/S is preferred. At least 03 years of experience working in logistics (procurement, transport and warehouse) and administration. Experience working with NGO/INGO is a must. Suitable knowledge of donor compliance is desirable. Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members. The incumbent should be able to provide effective management support in emergency responses in multi-field offices. Fluency in written and spoken English is desirable.

Responsibilities/Duties:

The person will be responsible for the management of all administration and logistics functions and is responsible for the full and proper implementation of Mercy Corps systems of management, compliance and control with regard to office and facilities management, procurement, fleet management, warehousing and commodity management. S/he will work closely with programs and finance teams.



Interested candidates may submit their detailed CV/Application to the following address by COB **April 30, 2014**. Only short listed candidates will be called for interview.

Kindly mention the title of position in the subject line for which you are applying.

We are an equal employment opportunity employer.

Human Resources Department

Mercy Corps

H. No. 152, Main Margalla Road, F-6/3, Islamabad

Email: hrd@pk.mercycorps.org.