

Jobs Opportunities



Sangtani Women Rural Development Organization (SWRDO) is a Non-profit, non-political, non-religious and non-government organization struggling to provide a peaceful environment to all human beings where they can utilize their potentials for sustainable development. It involves general public, organizations and individuals and operates without discrimination on the basis of religion, race, colour, nationality and ethnicity. The organization has two main sections, which works in close coordination for sustainable development, **SWRDO** registered under Voluntary Social Welfare Agencies Act 1961 with Social Welfare Dept on September 1997, working in the rural areas of South Punjab and Sindh, Pakistan.

Currently SWRDO looking experienced and competitive staff for the short term projects supported by Emergency Response Fund ERF Pakistan in Rajanpur District under the following positions. Detailed job description with the skills & competencies required for the job is mentioned as under

Project Coordinator (Food Security and Livelihood)

Job Location: District Rajanpur

Position: 01

Job Type: Contractual (05 Month)

Department: Food security and Livelihood

Last Date: 21 Feb 2013

PURPOSE OF POSITION:

Direct Implementation:

To coordinate the activities of the Programme and manage day-to-day running of the Programme for flood affected areas by ensuring that adequate support (logistics, HR, technical support) is available to the team in the field and the Food Security and livelihood Programme Manager. To represent the organization in donor and cluster meetings relevant to the Programme as guided by Executive Director

Major Responsibilities:

Programme Management

- ❖ Providing support to the Executive Director & Programme Manger in developing concept papers and proposals for submission to major donors
- ❖ As per management's guidelines, manage day to day running of the projects by spending time in the field and providing coordination and technical support to the activities
- ❖ Providing timely update to the Executive Director on the ongoing project/initiative for effective decision making
- ❖ Providing support to Program Manager in establishing key contacts and identifying potential partners
- ❖ Ensuring that SWRDO Policies and guidelines are followed in Project/Program development in terms of timely submission of reports, proposals and financial information
- ❖ Visit field sites to maintain contact with communities and structures formed under the project
- ❖ Engage with Government to maintain rapport building and information exchange
- ❖ Ensure Capacity building of staff and partner community Organization CO's through SWRDO Support departments.
- ❖ Develop Detail Implementation Plan DIP, Detail Monitoring Plan DMP, Monthly, Quarterly and Final Reports in close collaboration with the Programme Manager & Executive Director and ensuring adherence to implementation plans, high quality project management and timely implementation
- ❖ Provide technical support in preparation of key documents (for example, detailed implementation plans, log-frames, M&E plans, monthly and quarterly reports)
- ❖ Liaise and collaborate with other internal departments to ensure smooth functioning of system
- ❖ Ensure the information is adequately managed and stored in appropriate manner
- ❖ Ensure that the reports are prepared in line with the requirement and recommended formats, ensuring timeliness by building staff capacity
- ❖ Maintain files and folders on reporting for easy accessibility

Financial Management

- ❖ Ensure timely & appropriate submission of Project expenses
- ❖ Ensure budget expenses according to budget line and limit
- ❖ Budget management for effective utilization
- ❖ Facilitate Project Audits

Skills, Knowledge and Experience:

- ❖ MSC Sociology, extra qualification in Agriculture and livestock management is preferred
- ❖ Knowledge and experience in monitoring and evaluation activities, preferably with the NGO sector
- ❖ Skills and experience in Programme/project Management.

- ❖ Knowledge and experience of developing proposals and concept notes
- ❖ Strong advocacy, analytical and report writing skills

Monitoring and Evaluation Officer

Job Location: District Rajanpur

Position: 01

Job Type: Contractual (05 Month)

Department: Food security and Livelihood

Last Date: 21 Feb 2013

Purpose of position

1. **Relevance:** Do the objectives and goals match the problems or needs that are being addressed?
2. **Efficiency:** Is the project delivered in a timely and cost-effective manner?
3. **Effectiveness:** To what extent does the intervention achieve its objectives? What are the supportive factors and obstacles encountered during the implementation?
4. **Impact:** What happened as a result of the project? This may include intended and unintended positive and negative effects.
5. **Sustainability:** Are there lasting benefits after the intervention is completed?
6. **Analyze and synthesize the information you obtain.** Review the information obtained to see if there are patterns or trends that emerge from the process.
7. **Interpret these findings, provide feedback, and make recommendations.** The process of analyzing data and understanding finding should provide you with recommendations about how to strengthen your work, as well as any mid-term adjustments you may need to make.
8. **Communicate your findings and insights to stakeholders and decide how to use the results to strengthen your organization's efforts.**

MAJOR DUTIES AND RESPONSIBILITIES:

- ❖ Collect and analyze Food security and livelihood related data, data analysis and manage all data in Data base management through formula identify duplication beneficiaries in data base. Develop an evidence-based programme implementation and M& E plan for the Food Security and Livelihood project
- ❖ Make regular contact with district officials and CSO's to plan, implement, monitor and evaluate work plan activities for the Food Security and Livelihood project. Ensure the accurate and timely input of project information in Vision and facilitate the issuance of status and progress reports for monitoring and evaluation purposes.
- ❖ Undertake ongoing visits to ERF project sites and monitor CSO's partners' adherence to partnership agreements, work plans and quality assurance to technical

Food Security and Livelihood standards, particularly related to working with adolescents.

- ❖ Liaise regularly with local counterpart authorities on project/programme feasibility and effectiveness. Propose corrective actions where needed and provide active follow-up, including field based mentoring, to ensure implementation.
- ❖ Attend technical cooperation and intersectoral meetings, undertake follow-up action related to programme implementation, coordination and monitoring of ERF supported project.

Minimum Experience:

Minimum 3 years of relevant work experience in social department, programme design & management. Field experience in peacebuilding, conflict prevention and conflict sensitivity highly desirable. Experience in Food Security and livelihood and impact analysis. Experience in complex emergencies/conflict-affected contexts strongly preferred

Degree Title:

Advanced University Degree in Social Sciences, Political Science, International Development, International Relations

Skills, Knowledge and Experience:

- ❖ MSC Sociology is preferred
- ❖ Knowledge and experience in monitoring and evaluation activities, preferably with the NGO sector
- ❖ Skills and experience in Programme/project Management.
- ❖ Knowledge and experience of developing proposals and concept notes
- ❖ Strong report writing skills

Agriculture Officer

Job Location: District Rajanpur

Position: 01

Job Type: Contractual (05 Month)

Department: Food security and Livelihood

Last Date: 21 Feb 2013

Relevant Experience:

1. Minimum of 5 years of experience in Agriculture and livelihoods program implementation
2. Experience in conducting rural livelihoods appraisals and agriculture assessments
3. Ability to travel regularly to field in village level

4. Community mobilization related programming experience essential
5. Excellent written and spoken English, Urdu, Sareki and Balochi essential
6. Previous experience of working with international donors / NGOs essential
7. Agriculture degree from an accredited university highly desirable
8. Ability to work under short deadlines and efficiently handle multiple tasks;
9. Attention to detail and the ability to function well in a team;
10. Excellent communication and team leadership skills.

Job Description:

- ❖ Conduct area and beneficiaries assessment District project areas for the identification & development of agriculture livelihoods activities with the field teams with the donor approved work plan;
- ❖ Within District conduct coordination discussions with NGO and Government line department and other entities that are engaged in agriculture livelihoods and food security programming in the Field area to collect information to assist the Food Security and Livelihoods Coordinator the development of livelihoods programming interventions;
- ❖ In conjunction with the Project Coordinator, provide technical advice to field teams and collaborate for the design and implementation of livelihoods and food security activities, and assess the productive feasibility
- ❖ Work in collaboration with the Project Coordinator and Program Support Unit (PSU) for the preparation of grant proposals by providing technical narrative descriptions of project design, implementation activities and timelines, and quantifiable outputs;
- ❖ Responsibility for ensuring timely response to requests for information and action from the Project Coordinator, Program Support Unit and donor on key agriculture practices, implementation methodologies and livelihoods concepts;
- ❖ Collate, edit and forward weekly updates to the Project Coordinator and Program Support Unit (for submission to donor) and Deputy Chief of Party, and to prepare other written materials as and when requested;
- ❖ Identify barriers and obstacles to effective program development and/or implementation and assist the Project Coordinator in seeking solutions that will facilitate the achievement of program objectives;
- ❖ Work to establish legitimate and transparent project management practices and to produce zero tolerance of corruption;
- ❖ Identify staff training needs and wherever possible assist in meeting them;
- ❖ Ensure field staffs are actively involved in program processes and practices designed to maximize stakeholder involvement and improve links between the Government department and local communities.
- ❖ Any other duties as appropriate to task and commensurate with ability
- ❖ Close cooperation with District officials;
- ❖ Coordinated actions with relevant agriculture officials at the District.

Social Mobilizers

Job Location: District Rajanpur

Position: 02 (01 Male and 01 Female)

Job Type: Contractual (05 Month)

Department: Food security and Livelihood

Last Date: 21 Feb 2013

OBJECTIVE:

The Food Security and Livelihood Social Mobilizers / Behavioral Change Field Officer are responsible for the implementation and follow up of the project activities.

SPECIFIC OBJECTIVE:

Social Mobilizers will implement community-based activities enhancing the behavioral change of the population aiming at improving the Food security / Livelihood of the most vulnerable population. S/he will strongly coordinate with the staff implementing activities of the other Social Mobilizers modalities of the project,

SPECIFIC OBJECTIVES

Objective 1: To ensure efficient and timely implementation and follow up of Food Security and Livelihood activities aiming at enhancing the behavioral change of the population in the project sites;

Objective 2: To organize and provide support to communities and beneficiaries as per project objectives and strategies;

Objective 3: Reporting

TASK & RESPONSIBILITIES

Objective 1: To ensure efficient and timely implementation and follow up of FSL activities aiming at enhancing the behavioral change of the population in the project sites

- ❖ To facilitate community mobilization, meetings and trainings during community led Food Security and Livelihood activities;
- ❖ To work with community committees and the Food Security / livelihood teams implementing other project modalities to ensure the identification and selection of the most vulnerable population and provide information to ensure accountability fairness and transparency during implementation of activities;

- ❖ To work with under the supervision of Project Coordinator for the implementation of community based behavioral change activities and mobilize volunteers supporting the project;
- ❖ To work closely with community structures to follow up on implementation of planned community activities, with the support from the Capacity Building Agriculture Officer and in collaboration
- ❖ To identify the inputs necessary to implement the program, with the support of Agriculture Officer.
- ❖ To participate in the planning of weekly and monthly activities;
- ❖ To implement of capacity building training for communities and CBOs, and identification of training needs, the definition of training subjects and material and the implementation of the training with the support of Agriculture Officer
- ❖ To directly implement in the field the activities defined in the program in close collaboration with the Project Coordinator;
- ❖ To collect the required information in the field to facilitate the follow up of the project, with the support of the Agriculture Officer
- ❖ To collect information to ensure the surveillance of the Food Security and livelihood situation in the area of implementation of the project, when required;
- ❖ To maintain records of the technical implementation in electronic form and hard copy, if required;
- ❖ To facilitate the evaluation of the project in the field, as required;
- ❖ Ensure to identify vulnerable / needy flood affect people for the support of Food Security and livelihood activity through the using PRA tools like Need identification, Need prioritization and Wealth Ranking
- ❖ Ensure the community participation in the selection of Beneficiaries
- ❖ To Work according to Sphere Standards and HAP principal

Objective 2: To organize and provide support to communities and beneficiaries as per project objectives and strategies

- ❖ To participate in the training and education of beneficiaries according to the project requirements and in collaboration with the Capacity Building Team;
- ❖ To facilitate the provision of technical advice for the implementation of activities;
- ❖ To collaborate to ensure the coherence of the different activities of the programs in collaboration with other officers
- ❖ To participate in debriefings with the Project Coordinator, Program Manager and Executive Director
- ❖ To participate actively in initial training sessions and debriefing;
- ❖ To ensure good working relationship between government extension services and communities

Objective 3: Reporting

- ❖ To produce project activity reports from the area of operation as per reporting schedule or when needed;
- ❖ To report any changes in the context to allow for timely changes in the project activities.
- ❖ Activity Progress Reports, as required by the Project Coordinator

QUALIFICATIONS

MSC Sociology , Agriculture

SKILLS & EXPERIENCE

- ❖ Good Mobilization, communication and presentation skill
- ❖ Be aware to operate Computer MS. Word, Excel, Power point and In page
- ❖ Implement activity in timely basis through processes adoption

ESSENTIAL

- ❖ Two years of experience in similar positions
- ❖ Experience in early recovery and development programs with a focus on community mobilization and implementation of behavioral change activities;
- ❖ Rigor and autonomy;
- ❖ Deep understanding of local cultures in the area of implementation of the project;
- ❖ Knowledge of local languages of the area of implementation of the project.

PREFERRED

- ❖ Knowledge about the principles of food security programming and its linkages with nutrition security;
- ❖ Team work spirit;
- ❖ Ability to take initiative where appropriate to deal with difficulties encountered in daily work;
- ❖ Capacity of working long hours;
- ❖ Knowledge of English

Procurement Officer

Job Location: District Rajanpur

Position: 01

Job Type: Contractual (05 Month)

Department: Food security and Livelihood

Last Date: 21 Feb 2013

Relevant Experience:

1. Previous experience working on programs funded by international donors (preferably UN)
2. A Bachelor's or Master's degree in Business, or a related field
3. Strong knowledge of UN procurement rules and regulations required
4. Three to five year previous experience working in the field of procurement with progressive records and positive recommendations;
5. Demonstrated ability to solve challenging and complicated logistical issues;
6. Ability to work effectively under the pressure with tight deadline and with multi-task environment;
7. Previous experience working in different grants provision procurement include FOG is preferred;
8. Experience with budgeting and cost analysis; understanding of local sale market and prices;
9. Experience managing procurement professionals
10. Strong ability to use and develop commodity management tracking systems;
11. Strong communication skills; English and Urdu required, Sindhi & Pashtu strongly preferred.

Job Description:

- ❖ Assist satellite office management in develop and implement procurement system and purchasing strategies for goods & services.
- ❖ Assigns BOQ's to staff upon receiving the green-light from the SWRDO and its donor as well as does direct purchasing as well.
- ❖ Assist budget preparation by coordinating the BOQ review process within the Procurement.
- ❖ Assists with capacity-training of new staff as well as assigned community members in general procurement regulations and donor requirements.
- ❖ Ensures UN rules and regulations relevant to procurement daily practices are strictly adhered to.
- ❖ No supervision tasks on the first phase of the project development.
- ❖ Directly liaises with vendors and contractors on a daily basis to ensure the best quality products available are delivered on time.
- ❖ Ensures that goods and/or services are purchased at the lowest, competitive prices and that paperwork on all purchases is completed correctly and in a timely manner.
- ❖ Facilitates bid analysis meetings as required and prepares written bid analysis routinely.
- ❖ Supervises the maintenance and updates to the internal Excel file of local, vendors and service providers.
- ❖ Ensures that all sub offices is provided with the most up-to-date information required to facilitate the development of projects, including the latest market rates for routine items, as well as information necessary to track project payments and deliveries, to be updated once every three months.

- ❖ Provides guidance and mentors staff regarding procurement procedures and best practices as required. Provide support to the office manager / administrator with keeping proper inventory records.
- ❖ Other duties as assigned
- ❖ To Work according to Sphere Standards and HAP principal

Note:

Sangtani Women Rural Development Organization (SWRDO) is an Equal Opportunity Employer, either local of District Rajanpur candidate will be given preferred.

- SWRDO Offers an attractive salary packages.
- Incomplete / late applications will not be entertained.
- Only Shortlisted candidates will be called for Test/interview.
- SWRDO Reserves the right to reject any or all the applications.
- No TA/DA will be admissible for test and interview.

Last date of Apply: **21 Feb 2013**, due to urgency the positions may fill before last date if suitable candidate found. Application Submitted to HR SWRDO at: hr.sangtani.wrdo@gmail.com / hr.jobs@sangtani.org.pk for more detail visit website: www.sangtani.org.pk