



## **JOBS Opportunities in SWRDO- Rajanpur**

### **ONE- Project Manager**

#### **JOB SUMMARY**

Emergency Relief-WASH Manager will report to Program Director and is responsible to Lead, oversee and coordinate emergency response related activities including developing, implementing and managing flood relief and WASH programs in flood affected areas in Rajanpur.

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#### **PRIMARY RESPONSIBILITIES:**

##### **Job Responsibilities:**

- Developing, implementing and managing flood relief and WASH programs in flood affected areas.
- Networking & scheduling meetings with Stakeholders.
- Manage in the preparation and implementation of events for WASH.
- Develop relations with other organizations including local, national and INGOs to ensure rapid and coherent response in flood affected areas.
- Coordinate with government departments, PHF, UN and other INGOs for relief and WASH activities.
- Managed the implementation of goals and objectives; schedules and methods for providing relief services regarding WASH.
- Develop and conduct emergency relief management training sessions for staff as and when required.
- Maintain records and develop reports concerning new or ongoing relief WASH program as required.

##### **Knowledge of:**

- WASH Program development, management and implementation of an emergency response programs.
- Disaster management and recovery.
- Recent developments, current information related to flood relief programs.
- Basic procedures, methods and techniques of budget preparation and control.
- IT equipment including computers and applicable software applications.

##### **Ability to:**

- Develop, manage, and coordinate emergency response programs.
- Supervise and monitor the work of assigned staff.

- Recommend and implement goals and objectives for providing emergency response and training.
- Elicit community and organizational support for emergency response WASH programs.

**MINIMUM QUALIFICATIONS (Must have):**

- Master's degree in related discipline.

**EXPERIENCE:**

- Minimum 5 years' experience in WASH development, management and implementation of emergency response projects,
- Experience in getting small grants for emergency relief projects and developing budgets.

**WHO YOU ARE:**

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

**WHAT YOU'LL GET:**

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**).

## **ONE- HR , Admin & Finance Officer**

**Relevant Qualification:**

B.Com, M.Com, BBA Hons, BS Accounting, any other relevant qualification

**Relevant Experience:**

- At least 02 years' experience of admin and accounts handling

**Job Description:**

The Admin / Finance Officer's responsibilities include but are not limited to the following:

The Admin / Finance Officer will be responsible to:

1. Act as Admin / Finance Assistant under the direct supervision of the Project Manager/Finance Manager.
2. Brief and liaise with the Admin & Finance Officer/Manager on administrative, Human Resources & Financial matters including submission of petty cash journal statements duly endorsed by the Project Manager.
3. Purchase office stationary / supplies following the administrative guidelines to maintain transparency.
4. Issue office stationery to field staff including maintenance of record.
5. Receive all incoming correspondences related to Field activities and take appropriate / timely action.
6. Maintain all admin / finance files for record purposes.

7. Maintain leave and attendance record of the field staff.
8. Act as transport in-charge of the office including maintenance of vehicles and supervision of drivers.
9. Act as petty cash custodian, including maintenance of Petty Cash Journal and its submission to Finance Section for reconciliation and replenishment.
10. Perform any other ad hoc duty assigned by Project Manager.

## **One- M&E Officer**

### **Relevant Qualification:**

Minimum university degree in social science, economics, rural development or in other related fields

### **Relevant Experience:**

3 years of prior experience with monitoring and evaluation is required

### **Job Description:**

The M&E responsibilities include but are not limited to the following.

The M&E will perform the following Duties:

- Adhere to organizational policies, rules and guidelines.
- Prepare and develop status reports as required by management
- Ensure proper verifying of documents.
- Planning and Maintaining M&E Systems.
- Support M&E section in coordination process to establish programme level M&E systems.
- Help the team in working on the M&E planning and providing support in planning the M&E work plan as needed.
- Contribute to the program data collection, entry and management system through specified guidelines/systems.
- Perform data collection methodology and apply M&E tools in actual data collection, as needed.
- Support the core competencies in baseline surveys.
- Support in data management and development of clear information flow between programme and M&E staff, as needed.
- Report monitoring data in a timely manner to the M&E officer/Manager and Project Manager.
- Handling the complaints, response and feedback (CRM) cases and respond to the phone calls from the beneficiaries and up to date tracking of CRM system.
- Support in M&E related tasks whenever required.
- Other activities agreed and discussed with the M&E Department.
- Any other tasks assigned by the direct supervisor.

## **One- Civil Engineer**

### **Education:**

Master / Bachelor in civil engineering

### **Experience**

3-5 Years as a Civil Engineering

**Requirements and skills**

- Proven working experience in civil engineering
- Excellent knowledge of design and visualizations software such as Auto CAD, Civil 3D or similar
- Proficiency in site layout, grading, utility design, erosion control, regulatory approvals etc
- Project management and supervision skills
- Strong communication and interpersonal skills
- License of professional engineer

**Core Responsibilities & Duties:**

- Manage, design, develop, create and maintain small-scale through to large-scale construction projects in a safe, timely and sustainable manner
- Conduct on site investigations and analyze data (maps, reports, tests, drawings and other)
- Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications
- Assess potential risks, materials and costs
- Provide advice and resolve creatively any emerging problems/deficiencies
- Oversee and mentor staff and liaise with a variety of stakeholders
- Handle over the resulting structures and services for use
- Monitor progress and compile reports in project status
- Manage budget and purchase equipment/materials
- Comply with guidelines and regulations including permits, safety etc and deliver technical files and other technical documentation as required

## **Twelve- Hygiene Promoter (Social Organizer)**

**Education:**

Bachelor / Intermediate

**Experience**

1-3 Years in WASH hygiene

**Core Responsibilities & Duties:**

- Provision of hygiene session at household and community level.
- Knowledge in plumbing, water supply and water sanitation system
- Technical training in implementing basic water networks, sanitation and water quality
- Well aware in community mobilization
- To identify stake holders' potential leader's influential decision makers opinion makers in the working areas.
- To Conduct Behavior Change communication campaign at all required levels.
- To conduct awareness on prevention against pandemic COVID 19 outbreak and use of PPE MASK importance of hand washing.
- To Coordinate with Govt line department and conduct awareness session on prevention of COVID 19 Pandemic.
- To promote hygiene awareness session amongst the community.
- To monitors the impact of the overall work done at community level.

- To Conduct Participatory Monitoring of water and sanitation facilities usage and maintenance with community.
- Identification of Health Facilities and School level and Communal Points.
- Hand Washing and electric cooler Installation School level, Communal Points, and Health Facilities,
- IPC Kits Distribution of targeted communities.
- Follow up of field Monitoring visit of Hand washing installation station on Community level, school level and Health care facilities.
- Responsible to conduct social mobilization activities as per project need and requirements.
- Direct to arrange WASH awareness sessions at Camps and communities as per work plan.
- Engage stakeholders to disseminate key messages on the importance of WASH services.
- Keep coordination with notables/ religious scholars for even implementation of social mobilization activities.
- Liable to collect Means of Verification (MOVs) of social mobilization activities as per Standard of Operations (SOPs).
- Share daily feedback from field activities to project manager.
- Perform any other duties/tasks as assigned by the Project Manager

## **One- warehouse & Logistic Officer**

### **Education:**

Bachelor / Intermediate

### **Experience**

1-3 Years in warehouse / storekeeper

### **Core Responsibilities & Duties:**

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Measure and report the effectiveness of warehousing activities and employees performance
- Organize and maintain inventory and storage area
- Ensure inventory transactions' accuracy
- Responsible for in and out inventory stock.
- Determine staffing levels and assign workload
- Interface with customers to answer questions or solve problems
- Maintain items record, document necessary information and utilize reports
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Confer and coordinate activities with other departments

## **Three- Security Guard**

### **Education:**

Primary, Middle, Metric

### **Experience**

1-3 Years as Security guard

**Age:**

25 to 35 years

**Core Responsibilities & Duties:**

- Responsible and accountable for arms & ammunitions issued.
- Follow orders issued by the Security In-charge.
- Report to the Security In-charge.
- Wherever required provide logistic support.
- Ensure check and security of the office compound.

**Competencies required should be;**

- Creative, resourceful, capable of making matured and independent decisions.
- Have high regard and respect for teamwork.
- Willing to work during odd hours and in remote places.
- Sensitive to gender, race, religion, ethnicity etc.
- Experienced or an ex-army preferred.

**In addition, we offer a competitive salary and benefits package.**

Last date for CV submission is: 8th September 2022. If you are interested, please send your CV with covering letter [hr.jobs@sangtani.org.pk](mailto:hr.jobs@sangtani.org.pk) before COB of 8th September 2022, along with mention title of the position in subject of email and job application with CV can be submitted to HR officer of SWRDO through courier service or by hand at Sangtani Office Bodla Colony Street No, 03 City and District Rajan Pur (Punjab) Pakistan, for more detail visit website: [www.sangtani.org.pk](http://www.sangtani.org.pk), 0604-688997