

SITUATIONS VACANT

MOJAZ Foundation envisions sustainable economic development by creating opportunities for people to escape out of poverty and improve their lives. MOJAZ Foundation has worked across Punjab, Khyber Pakhtoonkhwa & Sindh to provide financial and nonfinancial services to improve livelihoods, humanitarian assistance and social sector services.

Monitoring & Evaluation Officer: Positions-01

Location: Islamabad

Salary: 44,000/- Fix inclusive of all

Job Responsibilities:

- Finalize M&E tools to be used for data collection;
- Collect information from field on daily basis, compile report and share with the project coordinator;
- Monitoring the progress of activities against work plan and notifying the project coordinator for any corrective measures;
- Together with the implementation team compiling and managing beneficiary lists; monitoring of hand washing schemes as per work plan, design and BOQs; and physical verification of the awareness raising sessions in the field
- Enter data with great attention to details;
- Based on the conducted monitoring visits use appropriate data collection methods to verify integrity precision usefulness validity and timeliness of project information and data

Key Qualification:

- Bachelor's degree or equivalent in a related field.
- Strong communication skills and the ability to work effectively in a team.
- Willingness to travel to project locations in Islamabad and Rawalpindi.
- Proficiency in using Ms. Office

Work Experience:

- At least 2 year experience in Monitoring and Evaluation

Interested Candidates may send their resume with a covering letter at

jobs@mojaz.org

Mention name of the position in subject

Last date for applying is April 25, 2020.

Only short listed candidates will be called for an interview

TA/DA is not admissible

MOJAZ Foundation is an equal opportunity employer