

## Job Opportunities

A non for profit organization working in Khyber Pakhtunkhwa (including erstwhile FATA) to promote the rights of children, women, youth, and other marginalized groups, to strengthen their control over their own development invites applications from qualified females for the following positions in donor supported Projects:

Project Manager: (1)

Qualification: Bachelor/Master's degree from a recognized academic institution preferably Business Administration/Economics/ACCA/Gender studies

Experience: At least 5 years of relevant working experience in project implementation, finance, accounts and M&E.;

Roles and responsibilities: Project Administration, Coordination, Management, Financial Management, MEAL.

Reporting and line management: Project Manager will report directly to the Executive Director and will line manage the Project team.

Manager HR & Logistics: (1)

Qualification: Bachelor/Master's degree from a recognized academic institution preferably Business Administration/HR

Experience: At least 3 years of relevant working experience in project implementation, finance, HR management and logistics

Roles and responsibilities:

1. Responsible for the personnel file management, record keeping in soft and hard form of HR related documents
2. Lead in HR operations/day to day matters/procurement
3. Support in conducting internal and external audits.
4. Prepare and review payroll
5. Provide administrative support to organizing in-house or local trainings and support staff attending external trainings.
6. Organize monthly coordination meeting

Reporting and line management: HR Manager will report to the Project Manager and the Executive Director and will line manage the Project team.

Advocacy & MEAL Coordinator: (1)

Qualification: Bachelor/Master's degree from a recognized academic institution.

Experience: At least 2 years of relevant working experience in social mobilization and advocacy.

**Roles and responsibilities:**

1. Implementation of advocacy and policy activities and informing, influencing and documenting influencing and enabling work.
2. Support in developing and implementing the roadmap for advocacy initiatives,
3. Lead in managing seminars, workshops, dialogues and stakeholders meetings on major advocacy issues to create awareness among and enhance I ownership
4. Support in developing contents for designing relevant IEC materials including posters, flyers, kits, radio programmes, video-documentation, interactive theatres, etc
5. Work with the team to develop advocacy material for digital and social media campaigns
6. To maintain clear and adequate records of work done and to produce reports on work programmes and activities as required by management.
7. To contribute to team meetings and organisational priorities and to participate in supervision and appraisal meetings.

Reporting and line management: Advocacy & MEAL Coordinator will report to the Project Manager and the Executive Director.


**School Teachers: (4)**

Qualification: Intermediate/Bachelors from a recognized academic institution. Additional certifications will be preferred.

Experience: At least two years' experience of teaching kindergarten/primary students and/or administration in a reputable school;

**Roles and Responsibilities:**

1. Oversee day-to-day operation of the classroom; including maintaining a harmonious and efficient work environment, ensuring breaks are taken at appropriate times, daily schedule is followed, etc.
2. Take the lead with classroom Curriculum – Planning, Implementation and Evaluation, ensures lesson plans, curriculum plans, supply requests, etc., are completed on time. Meet all deadlines.
3. Assist with Families – Orientation and Communication
4. Assist in the maintenance of appropriate standards for children’s discipline and behavior standards
5. Maintain portfolios for all children
6. Develop schedules and keep records of the students’ progress, routines, and interests, and keep parents informed about their child’s development
7. Plan lessons that engage young students and adapt lessons to suit different learning styles
8. Create a nurturing, respectful, and safe classroom environment that responds to the needs of each student

All the positions are stationed at Peshawar with extensive field visits. Max age is 40 years. Please submit CV with picture, scan copy of highest qualification and Experience certificates latest by 22<sup>nd</sup> April 2020 to [abpawkp@gmail.com](mailto:abpawkp@gmail.com) and [dacint2@gmail.com](mailto:dacint2@gmail.com) with the subject: Position title and Name. Only shortlisted candidates will be called for test/Interview.

Executive Director