



VACANCIES ANNOUNCEMENT

Cesvi is an Italian international NGO with its global presence in 25 countries. Cesvi has been working in Pakistan since 2005, supporting low income and disaster prone/affected communities in Sindh, Punjab, Khyber Pakhtunkhwa including the newly merged tribal districts. Cesvi is looking for a qualified and self-motivated individual to fill the following positions based in Cesvi Country Office Islamabad, Pakistan.

Sr. #	Position Title	Qualification, Experience & Other Requirements
1	Program Manager (Head of Programs)	<p>Master's degree in social sciences or equivalent. Advanced level competencies in English. Good hands on MS (Word, Excel, PowerPoint & Outlook). Excellent communication, leadership, management other interpersonal skills for effective engagement with diverse actors at the strategic, partnerships and donor level.</p> <p>8-10 years of proven relevant experience of working with INGOs/UN agencies in the field of program delivery, partnership management, program development including resource mobilization/donor liaison, winning bid writing, MEAL, policy and strategic level work.</p>
2	Grants & Partnerships Coordinator	<p>Master's degree in social sciences or equivalent. Advanced level competencies in English. Good hands on MS (Word, Excel, PowerPoint & Outlook). Good communication, leadership and other interpersonal skills for effective management of grants and partnerships and the relations with other relevant stockholders.</p> <p>5-6 years of proven relevant experience of working with INGOs/UN agencies in the field of technical backstopping to local CSO partners to ensure quality program delivery at field level. Proven experience of grants management, donor lesioning, compliances and all contractual obligations with specific focus on ECHO grants/contractual obligations.</p>
3	Program/ Social Media Intern	<p>Minimum Graduation Degree in in Social Sciences, Mass Com. or other relevant subject.</p> <p>Coordinate meeting calendars and arrange appointments for meetings. To be able to draft correspondence and meeting notes. Update Cesvi Pakistan social media and web contents; respond to web correspondence, social media posts, and e-mails. Act as assistant to Cesvi Head of Programs.</p>

For more details and requirements:

<https://docs.google.com/forms/d/e/1FAIpQLSeJUR0qYxw2esbalCMMX1W5fQmJWBkoDlouiGKw6p-qAtlulA/viewform>

Kindly submit your application/resume (not more than 04 pages) to hr.cesvi@gmail.com latest by Sunday 29th September 2019. Clearly mention "Position Title" you are applying in the subject line of your e-mail. Multiple applications by one candidate will be rejected.