

VACANCIES ANNOUNCEMENT

A national non-profit organization is looking for qualified, hardworking and experienced individuals to fill the following positions for project based in North Waziristan and field office based in North Waziristan/Bannu. Preference will be given to local candidates having previous experience of working on WASH projects in tribal districts.

| Position Title/ Number | Qualification Required | Other Requirements |
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| Project Coordinator <i>Based in Tribal District North Waziristan/Bannu.</i> | Master's Degree in social sciences or equivalent in the related subject. Fluency in English writing. Good hands on MS Office (Word, Excel & Outlook) is desired. | 4-5 years of proven experience for managing WASH-related projects. Extensive report writing, team management, communication skill, case studies developments. Maintaining good relations with LEAs and local administrations. Project activities time tracking. Working experience in tribal districts specifically Waziristan district is preferred. |
| M&E Officer <i>Based in Tribal District North Waziristan/Bannu.</i> | Master degree in social science economics, statistics or equivalent in the related subject. Fluency in English writing. Expertise in MS Office (Word, Excel & Outlook) is desired. Skills in Data Management and Analysis are required. | 4-5 years of proven experience as M&E officer in INGO/NGO. Good hands on M&E tools & practices, development of tools, data collection & Compilation, tracking, reporting forms, evaluations and research processes. |
| Sub Engineers (02) <i>Based in Tribal District North Waziristan/Bannu.</i> | Diploma in Civil Engineering or equivalent in the related subject. Expertise in Auto CAD & MS Office (Word, Excel and Outlook) | 2-3 years of proven experience for working as WASH rehabilitation engineer in INGO/NGO. Familiar with Waziristan's area dynamics is mandatory. Expertise in small structure designing and estimating of WASH rehabilitation work/schemes. |
| Hygiene Promoters. Male-1, Female-1 <i>Based in Tribal District North Waziristan/Bannu.</i> | Graduation Degree in social Sciences or relevant in the related subject. | 2-3 years' experience of working in INGO/NGO as hygiene promoter. Working experience in Waziristan and understanding of local practices is desirable. Conduct hygiene related training sessions, development of hygiene IEC material and support in overall project activities. |
| Finance and Logistic Officer <i>Based in Tribal District North Waziristan/Bannu.</i> | Master degree Business Administration or Finance or equivalent in the related subject. Fluency in English writing. Good hands on MS Office (Excel, Word, Outlook etc.). | 3-4 Years' experience of working in INGO/NGO. Detailed working experience in accounts bookkeeping, accounting software, Bank reconciliations, monthly reporting, inventory, fleet management, distributions management, security guards & support staff management. Additionally maintaining good relations with LEAs and local administrations for smooth operations. |
| Office Boy <i>Based in Tribal District North Waziristan/Bannu.</i> | At least primary level education. Fluency in Urdu & Pushto speaking. | Working experience as office boy in any INGO/NGO. Know-how of office work ethics. |
| Security Guard <i>Based in Tribal District North Waziristan/Bannu.</i> | At least primary level education. Fluency in Urdu & Pushto speaking. | 2-3 years of working as security guards in any Multinational organization or INGO/NGO. Understanding of security-related duties. Know-how of local security dynamics and best practices. Knowledge of Gate in/Out controls. |

Please apply with confidence by sending your CV (not more than 3-pages) and a motivation letter (not more than 1-page) on following e-mail address: hr.selectioncell19@gmail.com or by post through P.O Box 761 University of Peshawar.

Please mention clearly "Position Title" you are applying in the subject line of your e-mail, do not wait for the deadline as a process is on rolling bases. Please also mention at least two (02) references at the end of your CV. Please do not apply for more than one position, such applications will be disqualified. Interviews will be held in Peshawar and only shortlisted candidates will be called for interview.

No TA/DA will be admissible. Deadline for applications is 21 June 2019 1800 hrs. (PST)

