

Job Advertisement

A non-profit organization required to fill the following position for implementation of its one of the project in Khyber Pakhtunkhwa Province

S #	Name of Position	No Of Position	Gender	Duty Station	Qualification	Relevant Experience in year	Salary Range	TORs/Functions
3	Viable Village Facilitator	1	Male	Peshawar	Master in Social Science	3-5	PKR-30,000	<ul style="list-style-type: none"> • Planning and review • Documentation and reporting • Coordination • Team Work • Linkages & partnerships for Viable Village
5	Monitoring and Evaluation Assistant	1	Male	Peshawar	Master in Social Science/Education	5-8	PKR-52,000	<ul style="list-style-type: none"> • To Assist Monitoring officer in field monitoring and reporting on findings. • To pay regular field visit and monitoring of field activities. • Develop and submit monitoring visit reports. • To support field team in the understanding of field data collection formats. • Collect data from the field and submit to M&E officer. • To monitor and share the validity of qualitative and quantitative performance indicators of the program/project on a periodic basis with management. • To assist data analyst in processing of field data in MIS. • To visit all schools once in quarter time. • Regular coordination with regional team, teachers and SMCs. • To share regional, sections, and field matters other than activities with the

								<p>monitoring officer.</p> <ul style="list-style-type: none"> • To assist monitoring officer in documentation of monitoring reports and its record keeping. • To compile activity-based monitoring reports and submission to M&E officer for consolidation. • To assist M&E officer in review and consolidation of periodic project team PVARs. • To assist monitoring officer in documentation and consolidation of progress reports, case studies and picture gallery. • To participate in relevant meetings and workshops. • To develop and implement periodic monitoring visit plan. • To assist M&E officer in annual review and periodic PVAR consolidation.
4	Cook and Cleaner	1	Female	Peshawar		2-3 Years	25000	<ul style="list-style-type: none"> • Cooking of food for guests and staff. • Weekly floor washing and kitchen washing • Daily toilet washing. • To provide support in washing of utensils on daily basis.

							<ul style="list-style-type: none"> • Dusting of tables, chairs and office equipment's on daily basis. • Dusting and cleaning of windows, glasses, doors, shelves on weekly basis • Washing equipment's/material cleaned and washed on daily basis. • Cleaning of fans, walls, electric equipment's on monthly basis. • Cleaning of dustbins in the offices and proper disposal of the rubbish on daily basis. • To sweep office premises (Inside and outside) on daily basis • Disposal of scrap with the advice of his/her supervisor regularly. • To help the cook during serving food to all guests. • To help the cook during serving food to the staff during meetings/workshops/BoD meetings and other events. • To buy food item for lunch from Bazaar/market. • To prepare lunch for guests in absence of cook. • To help the staff in shifting the Equipment's from one room to another.
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Competent & qualified professionals are encouraged to apply on hrpesh.k@gmail.com / <https://forms.gle/SJiBvGmoYNZpmasu7>

Following are the terms to be followed while applying

1. Last date for submission of application is June 5, 2023, late application will not be considered.
2. Application having relevant qualification and experience will be considered only.
3. Applicant is required to submit application & CV before the deadline.
4. One applicant shall apply for one position only.
5. Contact for influence will lead to disqualification of the applicant.
6. The concerned organization has the authority to reject any application without assigning any reason.
7. This document and any content of the document cannot be used for legal proceeding.
8. Preference will be given to MBA & professional qualification in IT/computer science & having experience in procurements, Administration, Finance and logistics. Female and person with special need are highly encouraged.
9. Clearly mention the position and Location applied for in the subject line, otherwise the application will be rejected.