

Vacancy Announcement

The National Organisation for Working Communities-NOWCommuniites is announcing following posts for its project Citizen's First for Improving Human Security and Social Services.

The project area is based in Karachi.

Position: Communication and Campaigning Officer

Basic Responsibilities:

- To understand the theme of project
- To prepare workplan of activities in the given time
- To implement activities in filed area
- To implement lobbying activities
- To liaise with community mobilisers
- To prepare reports
- To liaise with Media
- Willing to travel inside and outside Karachi

Following are requirements to apply:

Education

Masters in social sciences
Well versed in MS office, and Social Media
Excellent communication skills in English and Urdu
Excellent interpersonal skills

Experience

5-8 years relevant experience of working with CSOs in Karachi
NOWCommunities is an equal opportunity employer

Those who have a knack of community activism as well are capable of lobbying for community rights, and to communicate gained knowledge in an effective way are encouraged to apply. Besides, applicants must have an understanding of diversity of Karachi and to respect all without any discrimination.

Position: Admin Assistant**Basic Responsibilities:**

To provide admin support to Campaign and Communication Officer
To liaise with community mobilisers
To prepare initial report of activities
Willing to take up any other relevant task
Willing to travel inside and outside Karachi

Education

Bachelors in Social Sciences
Well versed in MS office, Inpage, and Social Media
Excellent communication skills in Urdu

Experience

5-8 years relevant experience of working with CSOs in Karachi
Excellent interpersonal skills
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Position: Accounts Officer**Basic Responsibilities:**

To provide support to Campaign and Communication Officer on financial issues
To Prepare of accounts of project according to guideline
To Prepare chart off account
To Prepare receipt vouchers, payment vouchers and journal voucher with supporting documents
Ensure timely posting of voucher in software
Ensure the disbursement of payroll and petty cash
Preparation of TB
Preparation of bank reconciliation
Preparation of GL
Timely handling the tax matters
Any other assignment assigned by the senior management

Education

Bachelors in Commerce
Well versed in MS office, and Excel
Good communication skills in Urdu and English

Experience

3-5 years relevant experience of working with CSOs in Karachi
Excellent interpersonal skills
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Those who have a knack of community activism and capable of lobbying for community rights, and to communicate gained knowledge in an effective way are encouraged to apply. Besides, applicants must have an understanding of diversity of Karachi and to respect all without any discrimination. Internal office staff can also be applied.

Closing Date: All those who are interested to apply are requested to send in their CVs before 15th December, 2012 at nowcommunities@gmail.com.