

# NOWCommunities

National Organization for Working Communities, Karachi

## ADVERTISEMENT FOR JOB

Dated: 22 March,2022

The National Organization for Working Communities consists of dedicated experts in development work in various fields of development concerning labor and women including peace, media, education, and community health. This collective has experience of working in countries most respected organizations. They have come together to fill the gap of much needed innovative approaches to organize workers, women and youth of marginalized working classes of Pakistan.

NOWCommunities is required a SOMO Project Staff for its project SOMO- Decent Leather.

S.NO	JOBTITLE	QUANTITY
01	Project Direct	01
02	Project Direct / Part-time Assistant	01
03	Administrative Support	01
04	Assistant Associate	01

If you are interested in this job, please email your resume to [nowcommunities@gmail.com](mailto:nowcommunities@gmail.com) or call 021-34325500 by 31 March 2022, for further information.

Note: For Job description/TOR's you can visit our website: [nowcommunities.org](http://nowcommunities.org) or call 021-34325500

### **Project Direct (TORs)**

- Provide over-all direction and technical guidance to the project team in accomplishing the tasks stipulated in the terms of reference of collaborating agencies;
- Provide technical support on project planning and operation.
- Participate in meetings and conferences of the collaborating agencies relative to the Project
- Assist employees with work matters, career development, personal problems and organizational matters.
- Help implement organizational changes (such as those following from industrial relations legislation, revised job classification structures or technological changes)
- Take part in strategic management.
- You are responsible to travel within the operation areas usually/occasionally in the city and in the country as and when required.
- You will be observing all policies and procedures adopted by NOWCommunitiies, including the code of conduct against Sexual Harassment at the workplace.

### **Project Direct / Part-time Assistant (TORs)**

- Provide over-all direction and technical guidance to the project team in accomplishing the tasks stipulated in the terms of reference of collaborating agencies;
- Provide technical support on project planning and operation.
- Participate in meetings and conferences of the collaborating agencies relative to the Project
- Assist employees with work matters, career development, personal problems and organizational matters.
- Help implement organizational changes (such as those following from industrial relations legislation, revised job classification structures or technological changes)
- Take part in strategic management.
- You are responsible to travel within the operation areas usually/occasionally in the city and in the country as and when required.
- You will be observing all policies and procedures adopted by NOWCommunitiies, including the code of conduct against Sexual Harassment at the workplace.

### **Administrative Support (TORs)**

- Preparation of accounts project according to their guidelines.
- To prepare following documents on the online financial system Verge:
- Prepare receipt vouchers, payment vouchers and journal vouchers with their supporting documents.
- Ensure timely posting of vouchers in verge software.
- Ensure the disbursement of payroll and other related expenses.
- Preparation of trial balance, balance sheet, bank reconciliation statement and general ledgers.
- Work with team members to complete duties as needed

### **Assistant Associate (TORs)**

- Identifying and developing collaborative relationships with key stakeholders in legislatures, government, civil society, media and among women working in formal sectors.
- Conceptualizing, developing and disseminating advocacy, communications and outreach materials.
- Representing the organization at public events, media, advocacy meetings, etc. as an when required
- To organize activities in the targeted sectors.
- To organize campaign activities.
- To organize training activities.
- Make individual monthly work plan of project related activities Prepare progress and processes reports on regular basis and upon demand.
- Assist in the gathering of baseline data and all additional data needed for monitoring and evaluation.