

NOWCommunities

National Organization for Working Communities, Karachi

ADVERTISEMENT FOR JOB

Dated: 24 Mar,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.

NOWComunities is required the short term project staff (for the period of 3 months) for its project "Urban working women in a Transitional Change:

The positions are as follows:

S.NO	JOBTITLE	QUANTITY
01	Project Director	01
02	Accountant and Admin Officer	01
03	Research and Advocacy Associates	01

If you are interested in this job, please email your resume to nowcommunities@gmail.com or call 021-34325500 by 29 Mar 2022, for further information.

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

TORs for Project Director

- To Conduct and manage all the activities.
- Ensure work plan is implemented as per the available budget by keeping in regular contact
- To ensure reporting of all activities to the donors as per contract.
- Supervise staff and conduct all field activities
- Weekly & Monthly meetings with Stakeholders.
- Manage and liaison with media houses.
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Utilize industry best practices, techniques, and standards throughout entire project execution

Qualifications for Project Manager

- Masters's degree in Social science, business, or a related field.
- 5-8 years of project management and related experience.
- Project Management Professional (PMP) certification preferred.
- Proven ability to solve problems creatively.
- Strong familiarity with project management software tools, methodologies, and best practices.
- Experience seeing projects through the full life cycle.
- Excellent analytical skills.
- Strong interpersonal skills and extremely resourceful.
- Proven ability to complete projects according to outlined scope, budget, and timeline.

TORs for Reacher & Advocacy Associates

- 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.

Qualifications for Project Manager

- Graduation degree in Social science, or a related field.
- 3-5 years of project management and related experience.
- Proven ability to solve problems creatively.
- Experience seeing projects through the full life cycle.
- Strong interpersonal skills and extremely resourceful.

TORs for Accounts & Admin Officer

- Payment Request Receiving Sheet Accounting and financial reporting for management, including proper recording of all financial transactions.
- Preparation of bank reconciliation.
- Maintain fixed asset register and inventories.
- Handle payroll accounts other than management.
- Maintain accounts of advances granted to employees etc.
- Maintain accounts of accruals and prepayments.

Qualifications for Project Manager

- Graduation degree in Commerce/ Business Administration, or a related field.
- 2-5 years of Accountancy and related experience.
- Proven ability to solve problems creatively.
- Experience seeing projects through the full life cycle.
- Strong interpersonal skills and extremely resourceful.