

Dear All,

Participatory Village Development Programme – PVDP started its development journey from District Tharparkar in 1997. Mr. Dominic Stephen, founder of PVDP, realized the gravity of the situation and the complex socio-psycho and economic problems of the Thari communities and established PVDP in 1997.

PVDP is working in the most challenging, poverty and disaster stricken districts of Sindh Province to support the most vulnerable people. From 1997, PVDP is engaged in drought mitigation programs in District Tharparkar and Mirpurkhas and supported thousands of families to make them drought resilient.

PVDP is implementing a Diakonie Katastrophenhilfe (DKH) supported project on Emergency Relief to flood affected population of District Mirpurkhas, Sindh Province - Pakistan. The project duration is 9-months (Starting from September 15, 2022).

Please see the vacancy in the table below, interested candidates must send an updated CV with Cover letter to [hrpvdp@gmail.com](mailto:hrpvdp@gmail.com)

**The closing date for receiving applications is September 11, 2022.**

**Due to the urgent need, the application will be reviewed as received.**

**Preference will be given to the local candidates.**

**Only Short-listed candidates will be contacted for an interview.**

| Job Title                  | Location                    | #. Of Positions   | Responsibilities  | Required Experience and Skills   |
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| <b>Project Coordinator</b> | PVDP HEAD OFFICE MIRPURKHAS | 01<br>Male/Female | <ol style="list-style-type: none"><li>1. Responsible for the effective planning of the project activities/events and its implementation in timely manner.</li><li>2. Responsible for the linkages development with the local stakeholders.</li><li>3. Responsible for the visibility of the project, supporting partner and implementing partner.</li><li>4. Responsible to regular update Partner and management of PVDP about project progress, challenges and expected risks with its mitigations.</li><li>5. Responsible for the complete documentation</li></ol> | Masters or Bachelors in Social Sciences or other field.<br>4 to 5 year of experience of working in development sector<br>Good knowledge of Ms Office<br>Excellent verbal and written communication skills in Sindhi, Urdu & English languages.<br>Highly organized and flexible<br>Ability to do multitasks and meet changing deadlines<br>Must be self-directed, self-motivated |

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|                         |                                |                       | <p>of the project in organized way that contains any type of project reports, proposal, budget, pictures, documentaries, meeting minutes etc</p> <ol style="list-style-type: none"> <li>6. Responsible to submit progress reports (narrative and financial) of the project to Partner/donor and management of PVDP on monthly, quarterly and annual basis.</li> <li>7. Responsible for the supervision of the collective and individual performance of the project staff.</li> <li>8. Responsible to ensure regular budget tracking/monitoring.</li> <li>9. Responsible to well present the project at the donor, forums heading by Govt. or any network, the terms and conditions stated in the project agreement and policies.</li> <li>10. Responsible to conduct weekly and monthly progress review with the project team.</li> <li>11. Work of CSOs.</li> <li>12. Responsible to prepare advance request of based on the planned activities to submit to the Finance Officer/Manager Finance for timely receipt of funds for the month/activity.</li> <li>13. Responsible to assist Partner staff and representatives of the back donor in surveys, monitoring visits of the project areas and evaluation or any other project related tasks.</li> </ol> | <p>and able to complete tasks with limited supervision<br/> Readily available at short notice when needed<br/> Resourceful (provide needed support to staff and other stakeholders).<br/> Good knowledge of Q&amp;A initiatives, specifically CHS and Sphere</p> |
| <b>Social Mobilizer</b> | PVDP HEAD OFFICE<br>MIRPURKHAS | 02-Male and 01-Female | Social Mobilizer will be responsible to mobilize and facilitate community to participate in the planning and implementation of the project. She/he will be motivating community toward self-reliance.   | <ul style="list-style-type: none"> <li>- Intermediate or bachelors in Social Sciences or other fields.</li> <li>- Minimum 2-3 year of experience of working in the</li> </ul>  |

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|  |  |  | <p>Responsible of Formation of Village Committee in each village</p> <p>Make clarity of Vision, Mission and Goal (VMG) of PVDP</p> <p>Capacity building of VCs and community</p> <p>Networking of VCs with Govt. and other development organization</p> <p>Able to conduct Regular monthly meeting</p> <p>Having knowledge of Record Keeping</p> <p>Joint planning &amp; implementation of projects</p> <p>Joint monitoring of projects</p> <p>Joint evaluation of projects</p> <p>Make village profile of each village and support supervisor(s) in data collection of project beneficiaries/villages for the purpose to conduct any survey or monitoring.</p> <p>Conduct training/workshop on role and responsibilities of the members (President, Secretary, Treasurer etc) in VCs and plan more activities to improve individual and collective performance of members and VCs</p> <p>Arrange regular meetings of the VCs and make sure that notes are properly written down on the minutes register.</p> <p>Organize trainings, workshops, seminars and meetings of community according to the plan or on other occasions (as instructed by Team Leader) to facilitate the visits of top management of PVDP and partner organization.</p> <p>Ensure maximum participation of the women in project activities.</p> <ol style="list-style-type: none"> <li>1. Prepare weekly/ monthly progress report to submit Project Coordinator through Team</li> </ol> | <p>field work</p> <ul style="list-style-type: none"> <li>- Excellent verbal and written communication skills in local languages.</li> <li>- Highly organized and flexible</li> <li>- Ability to do multitasks and meet changing deadlines</li> <li>- Must be self-directed, self-motivated and able to complete tasks with limited supervision</li> <li>- Readily available at short notice when needed</li> <li>- Resourceful (provide needed support to staff and other stakeholders).</li> </ul> |
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|                         |                             |                       | Leader.  |  |
| <b>Hygiene Promoter</b> | PVDP HEAD OFFICE MIRPURKHAS | 01-Male and 02-Female | <ol style="list-style-type: none"> <li>1. Organize need assessment survey as per project requirement.</li> <li>2. Select community members (women &amp; men) according to the criteria for training/ workshop and facilitate in training/ workshop</li> <li>3. Develop material on Health and hygiene promotion training and for the community women and men.</li> <li>4. Prepare sessions particularly prepared for women and adolescent girls on menstrual Hygiene Awareness</li> <li>5. Conduct awareness sessions on basic health and hygiene</li> <li>6. Conduct visits with project team of the targeted villages to impart sessions and follow ups</li> <li>7. Prepare report for awareness sessions and field visits and submit to the line manager</li> <li>8. Conduct training sessions in local language (for communities' understanding) for the workshops/Trainings.</li> <li>9. Increase community's awareness of common diseases</li> <li>10. Assist the team in preparation for medical camp service program</li> <li>11. Perform project activities on prescribed criteria in Project document.</li> <li>12. Record case studies for each outcome of</li> </ol> | <ul style="list-style-type: none"> <li>- Intermediate, bachelors or any diploma / training of health or other fields.</li> <li>- Minimum 2-3 year of experience of working in the field work</li> <li>- Excellent verbal and written communication skills in local languages.</li> <li>- Highly organized and flexible</li> <li>- Ability to do multitasks and meet changing deadlines</li> <li>- Readily available at short notice when needed</li> </ul> |

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|  |                                |                   | <p>Project and share with senior management of the PVDP</p> <p>13. Prepare report of training/workshop and submit to the project coordinator</p> <p>14. Any other task assigned by the project coordinator</p>   |  |
| <b>Monitoring &amp; Evaluation Officer</b> | PVDP HEAD OFFICE<br>MIRPURKHAS | 01<br>Male/Female | <p>Monitoring and Evaluation (M&amp;E) Officer, will project support to PVDP in designing and implementing M&amp;E component of Agricultural focused Project. M&amp;E Officer will ensure appropriate M&amp;E tools are designed for M&amp;E and reporting requirements of project. M&amp;E Officer will conduct regularly field visits to project locations to ensuring effective implementation mechanism is in-placed and minimum standards are followed as per donor guideline and agreed proposal.</p> <p>M&amp;E Officer will maintain good working relationship with project staff and community organizations for recording beneficiary's feedback on project interventions. M&amp;R Officer will also be responsible to conducting post distribution monitoring (PDM) and capturing the success stories/case studies and share with management to reflect the immediate outcome of the interventions.</p> | <ul style="list-style-type: none"> <li>- Master Degree/Bachelors degree in Social Sciences or Equivalent</li> <li>- 3 to 4 year experience in relevant field with national and International organization particularly in disaster responses.</li> <li>- Experience to work in humanitarian response context and experience of monitoring and producing high quality reports;</li> <li>- Knowledge on various donor's reporting requirements;</li> <li>- Excellent analytical skills and advance computer skills, knowledge of spreadsheet and database packages;</li> <li>- Capable to generate data collection tools, M&amp;E plan, LFA</li> </ul> |

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|                                    |                             |                |  | <ul style="list-style-type: none"> <li>– Having excellence skills in conducting different assessment and generating reports</li> <li>– Good inter-personal and team building skills;</li> <li>– Previous experience in disaster response related project (s) will be value advantage</li> </ul>   |
| <b>Finance &amp; Admin Officer</b> | PVDP HEAD OFFICE MIRPURKHAS | 01 Male/Female | <p>The Finance&amp; Admin Officer will be responsible to assist in smooth operations of the finance activities and maintenance of financial records. To assist and coordinate the effective management of finance and general administration functions in Finance Department.</p> <p>Finance&amp; Admin Officer will support Finance Manager in budgeting and donor reporting and ensure that financial reports are effectively used by programme team.</p> <p>Finance&amp; Admin Officer will be responsible to support Finance Manager for making cash and bank payments in accordance with financial procedures of the organization and will ensure proper supporting documents available with the voucher and availability of the budget.</p> <p>Finance &amp; Admin officer will be responsible for</p> | <p>ICMAP, ICAP, ACCA, BBA, B. Com. (degree/certification in one of these.)</p> <p>At least two years work experience</p> <p>Must be computer literate with a comprehensive knowledge of MS, Excel &amp; accounts packages</p> <p>Good communication &amp; team building skills</p> <p>Adaptable and flexible. Willing to travel to remote field areas with basic living conditions.</p> <p>Ability to regulate own time and perform to meet deadlines.</p> <p>Command of MS Office. Experience on</p> |

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|  |                             |                | preparation of monthly staff payroll and payment of the salary to staff and ensure proper supporting documentation available.  | accounting programmes will be a plus.<br>Good interpersonal and communication skills<br>Basic report writing skill   |
| <b>Procurement cum Warehouse Officer</b> | PVDP HEAD OFFICE MIRPURKHAS | 01 Male/Female | <p>The Procurement cum Warehouse Officer in PVDP will be responsible strengthen procurement security, and warehouse management. S/he will also supervise goods purchased and placed at proper place.</p> <p>Be responsible for incoming and outgoing goods materials records</p> <ul style="list-style-type: none"> <li>– Handle project procurements of project under the approval of Project Coordinator.</li> <li>– Collect work plan of field to ensure timely providing goods and required items.</li> <li>– Physically check Warehouse material on daily basis and ensure proper record keeping.</li> <li>– Ensure all equipment is tagged and entered into the official asset register and that the register is updated regularly Provides support to project coordinator in areas of donor rules and regulation, ensuring compliance of operations to grant rules.</li> <li>– Implement effective internal control of assets, inventory and property management</li> </ul> | <ul style="list-style-type: none"> <li>– Intermediate or Graduate or any other relevant area.</li> <li>– Minimum 2 years of Experience preferably in Procurement cum Warehouse management</li> <li>– Sound experience in purchasing, warehousing, fleet management and administration.</li> <li>– Good written and spoken English and Urdu essential, local language (Sindhi) is desirable</li> <li>– Excellent Computing skills, including use of spread sheet and electronic mail. Good written and communication skills</li> <li>– The ability to priorities competing demands</li> </ul> |

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|   |                             |                | <ul style="list-style-type: none"> <li>– Support to Office assistant for purchasing items on daily basis.</li> <li>– Ensures that timely and accurate submission of appropriate administrative project reports.</li> <li>– Support to coordinator to provide field level documents required for the procurement.</li> <li>– Recommend and execute policies, procedures, rules, regulations for employees in compliance with local Labor Law</li> <li>– Responsible to manage procurement of supplies as per organization policy and communication with vendor, facilitate in Donor visit and delegations, supervise the warehouse and arrange logistics for distribution points.</li> </ul> |  |
| <b>Cash Voucher Assistance (CVA) cum Livelihood Officer</b> | PVDP HEAD OFFICE MIRPURKHAS | 01 Male/Female | <p>Cash Voucher Assistance cum Livelihood Officer will be responsible for implementation of all related project activities as per project design and strategy. CVA cum Livelihood officer will be responsible for verification of cash transfers, support in resolving the issues the communities would face in cash transfer process, support the communities in opening their mobile valet accounts or reactivate to enable them receipt of their intended payments.</p> <ol style="list-style-type: none"> <li>1. Prepare and review the project plans related to cash transfer programming throughout the project implementation period and carry out regular follow-up for</li> </ol>  | <ul style="list-style-type: none"> <li>– Minimum Bachelor degree and qualification relevant</li> <li>– 3 to 4 year of experience related Cash &amp; Voucher transfer</li> <li>– Ability to do multitasks and meet changing deadlines</li> <li>– Must be self-directed, self-motivated and able to complete tasks with limited supervision</li> <li>– Readily available at short</li> </ul> |



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|  |  |  | <p>reporting on all aspects of conditional and un-conditional cash transfer programming.</p> <ol style="list-style-type: none"> <li>2. Effective and efficient implementation of the cash transfer programming through self-implementation and/or through the implementing partner organization as per the design/proposal approved by the donor within the specific period and resources.</li> <li>3. Collaborate with the implementing partner in undertaking market analysis and Mapping of service (Mobile transfers, remittances, bank account, etc.) in the context of geographical areas.</li> <li>4. Establish and document the beneficiary identification and selection process for providing cash assistance.</li> <li>5. Developing and agree with the service provider on a standard operating procedure (SOP) for cash distribution.</li> <li>6. Critically assess and follow-up the Complaint Redressal Mechanism.</li> <li>7. Assess and document Beneficiary Awareness Campaign (Financial Literacy - Mobile Banking).</li> <li>8. Ensure the service provider is properly documenting the beneficiary registration and identification checks (Anti-Money Laundering Check (AML/CFT Check).</li> <li>9. Follow up with beneficiaries of Cash Distribution &amp; Encasements and write case studies.</li> </ol> | <p>notice when needed</p> <ul style="list-style-type: none"> <li>- Resourceful (provide needed support to staff and other stakeholders).</li> </ul> |
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|  |  |  | <ol style="list-style-type: none"><li>10. Provide technical support to beneficiaries on management of Seed, feed/fodder, diseases, immunization and suggest advices after examination of their livestock.</li><li>11. To extend regular support to M&amp;E in conducting different research studies including post distribution monitoring (PDM), LM training reports and sharing with line manager.</li><li>12. Develop/extend linkages of local community with Livestock department, Agriculture Department and other service providers to get support in the immunization (vaccination), clinical examination days and suggest treatments for the improvement of livestock.</li><li>13. Support livestock department in the organizing livestock vaccination, events in the targeted villages and to ensure that all beneficiaries may vaccinate their livestock to protect them from seasonal diseases. Further responsible build linkages with livestock department for vaccination,</li><li>14. Explore local medication to cure livestock in case of diseases or wounds.</li><li>15. Provide technical assistance in checking and assuring quality of fodder supplied to the organization</li><li>16. Regularly support in assuring quality by checking material time to time / all trenches of supply of fodder</li></ol> |  |
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Best Regards,

**Human Resource Department**  
**Participatory Village Development Programme - PVDP**