



## Job Announcement

Rural Education and Economic Development Society (REEDS) is a non-governmental and non-profit organization that exists to motivate people for self-confidence for their integral development so that they can move towards a prosperous, free, equal and civilized life.

REEDS is seeking applications from potential candidates for the implementation of the project **"Flood 2022 Response through Localized Multi-Hazard Anticipatory Action Facility Pakistan"** in district Dera Ghazi Khan, Punjab.

JOB TITLE	LOCATION	RESPONSIBILITIES	REQUIRED EXPERIENCE AND SKILLS
<p><b>PROJECT OFFICER</b></p> <p>No. of Position (01)</p>	<p><b>TAUNSA, DERA GHAZI KHAN</b></p> <p><b>WITH FREQUENT TRAVEL</b></p> <p><b>THIS POSITION WILL BE BASED AT REEDS TAUNSA OFFICE</b></p>	<p>The major role of Project Coordinator (PC) would be to implement the project in a systematic way in the field areas of Dera Ghazi Khan. The PC would take all the relative supportive measures at office level following Organization' philosophy, policies and strategies in a coherent way to achieve desired outcomes and impacts of the project. The PC is responsible for team building, communities' capacity building, communities networking at local, district and regional level and building relationships with the government line departments, and own working relationships with other civil society organizations. The PC is expected to facilitate the project teams to achieve desired outcomes and objectives efficiently, effectively and qualitatively within the agreed time lines of project.</p>	<p>Master's Degree in relevant subject preferably in Social Sciences with a 2 to 3-years appropriate managerial expertise with additional experience regarding implementation of emergency and early recovery project.</p>
<p><b>SOCIAL MOBILIZER</b></p> <p>No. of Position (02)</p>	<p><b>TAUNSA, DERA GHAZI KHAN</b></p> <p><b>WITH FREQUENT TRAVEL</b></p> <p><b>THIS POSITION WILL BE BASED AT REEDS TAUNSA OFFICE</b></p>	<p>The social mobilizer is responsible for efficient, effective and timely implementation of its community mobilisation component under the Project. Social Mobilizer must ensure that targeted households and associated community are suitably mobilized and they own the project activities</p>	<p>Bachelor's degree in Sociology or Social work with at least 3 years' experience in respective fields; experience of community mobilisation in complex socio-economic environments; Familiarity with local languages and custom and tradition will be an advantage. Organisational and administrative skills; coordination and communication skills; adaptive management in response to learning, emotionally mature and</p>

			team player. Candidates should have understanding of and sensitivity to cross cultural issues; commitment to accountability to beneficiaries and transparency.
<b>PROJECT OFFICER INCLUSIVE FOOD SECURITY &amp; LIVELIHOODS</b>  <b>No. of Position (01)</b>	<b>TAUNSA, DERA GHAZI KHAN</b>  <b>WITH FREQUENT TRAVEL</b>  <b>THIS POSITION WILL BE BASED AT REEDS TAUNSA OFFICE</b>	Support PC, provision of technical inputs for all food security and livelihoods activities. Assist Project Coordinator in day-to-day management of activities under food security and Livelihoods components of project. Provide support to the field staff involved in implementation at communities' level. Provide strategic and operational inputs for project cycle management, implementation and monitoring. Coordination of activities, support with budget management and ensuring quality and timely implementation of all activities related to food security and Livelihoods.	Bachelor degree in agriculture, agronomy, food security, humanitarian action or any related field. (master degree is an advantage). Minimum two (2) years of experience in a relevant position and experiences within (I) NGOs under food security and livelihood programming. * Knowledge in Food Security and livelihood,
<b>FINANCE OFFICER</b>  <b>No. of Position (01)</b>	Taunsa, Dera Ghazi Khan  <b>THIS POSITION WILL BE BASED AT REEDS Taunsa OFFICE</b>	Finance Officer will support the Finance team in day-to-day operations. Finance officer will help in processing payments, maintaining cost reports screening and processing vendor's invoices.	Graduate or equivalent technical qualification in a related discipline with experience of working in Finance. Good Communication skills, technical skills, administrative skills are required. The post holder should be a team player and flexible to travel out of station when required.
<b>LOGISTIC AND ADMIN ASSISTANT</b>  <b>No. of Position (01)</b>	<b>TAUNSA, DERA GHAZI KHAN</b>  <b>THIS POSITION WILL BE BASED AT REEDS TAUNSA OFFICE</b>	Logistic and Admin Assistant will carry on logistic matters of Flood 2022 Response through Localized Multi-Hazard Anticipatory Action Facility Pakistan" project in district Dera Ghazi Khan, Punjab, Pakistan. Logistic arrangements for diversification of training in the project. To execute the project activities in all systematic way in the field area and all the relative supportive measures at office level and relationship with the line department and other civil society organizations by keeping in view the	Bachelor's degree, preferably in Management, Finance, Administration or related discipline from a reputable institution, having 2-3 years' experience in the field of Administration with proven track record of Asset Inventory and warehouse management. Working experience with NGO/INGO or



		REEDS's methodology, philosophy, also linked all interventions emergency and early recovery in efficient manners.	Humanitarian Sector will be given preference
<b>MONITORING AND REPORTING OFFICER</b>  No. of Position (01)	<b>TAUNSA, DERA GHAZI KHAN</b>  <b>WITH FREQUENT TRAVEL</b>  <b>THIS POSITION WILL BE BASED AT REEDS TAUNSA OFFICE</b>	The Monitoring & Reporting officer is responsible for providing technical input and support to the Project Coordinator in managing the M&E component of the project and delivering relevant quality and accountability commitments. The position holder will work with project team members to ensure the effectiveness, efficiency, desired outcomes and progress towards impact according to the project design, donor guidelines and law of the land.	Bachelor's or Master's degree in a relevant discipline; At least Two years' work experience in humanitarian and long-term community development projects; Proven experience of working in large and diverse teams; Proven professional experience of working in the field of monitoring and evaluation of development projects
<b>CIVIL ENGINEER</b>  No. of Position (01)	<b>TAUNSA, DERA GHAZI KHAN</b>  <b>WITH FREQUENT TRAVEL</b>  <b>THIS POSITION WILL BE BASED AT REEDS TAUNSA OFFICE</b>	Draw irrigational canal desilting and minor repair plans and sketches by hand.  Develop cost estimates of materials, labor, and equipment needed for irrigational canal desilting and minor repair works.  Read and interpret plans, blueprints and specifications, analyze construction estimates, and validate against approved scope of work and cost estimate.	Bachelor's degree with a major study in civil engineering. One year of professional level civil engineering work. Knowledge of Principles, practices and methods of civil engineering.

Interested candidates may apply via email- [support@reedspak.org](mailto:support@reedspak.org) till 12<sup>th</sup> of December 2022. Applicants must clearly state the position being applied for in the subject line of the email.

**The closing date for receiving applications is December 12, 2022.**

Only Shortlisted candidates will be called for interviews. REEDS reserves the right to accept or reject any or all (Cvs) without assigning any reason.

***We are an equal employment opportunity employer and female are strongly encouraged to apply***

**REEDS Human Resource Department**