



Terms of References (ToRs) for Various Positions

Inspire Pakistan

Inspire Pakistan is a non-governmental development organization registered with the Securities and Exchange Commission of Pakistan (SECP) under the companies Act 2017. The components of the organization's programmatic framework are education, human rights, refugee affairs, child protection, women and community empowerment.

Mission

"Empowering a culture of Human Rights for sustainable development"

Background

Inspire Pakistan stands as a distinguished non-profit organization dedicated to the implementation of transformative programs within the domains of education, community protection, and social cohesion. Operating in collaboration with esteemed partners such as the United Nations Refugee Agency (UNHCR) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), and under the policy direction of the government of Pakistan, Inspire Pakistan has positioned itself at the forefront of fostering positive change.

Inspire Pakistan diligently strives to elevate marginalized populations primarily of refugees and asylum seekers of by instilling a culture underpinned by human rights principles. Through its steadfast commitment to its mission, the organization envisions a future where empowerment is not just a fleeting aspiration but a catalyst for enduring and sustainable development.

The convergence of expertise, passion, and strategic partnerships has endowed Inspire Pakistan with the capacity to not only address the pressing challenges faced by refugees and asylum seekers but also to champion their integration, self-reliance, and meaningful participation within the broader societal fabric. By harnessing the potential of education, community engagement, and social cohesion, the organization is carving a path toward a more inclusive, equitable, and harmonious society.

Inspire Pakistan's multifaceted endeavors stand as a testament to the transformative power of collaborative action. Through its alignment with the donors and Government of Pakistan, the organization is positioned to continue its vital work, channeling hope, resilience, and progress to those who seek refuge and a chance to thrive. With an unwavering commitment to human rights and sustainable development, Inspire Pakistan serves as an exemplar of conscientious activism and enduring impact.

Inspire Pakistan is seeking applications for the following position(s). Eligible applicants should fill the given online application form provided on the website, attaching their updated CV and Self Disclosure Form and submit latest by **17th March 2024**. Only shortlisted candidates will be called for an interview and / or written test. Inspire Pakistan is an Equal Employment Opportunity (EEO) provider. Women and people with special needs are encouraged to apply

- **Karachi:** Project Manager (1), Project Coordinator (1), Medical Officer (1), Communications and Reporting Officer (1), Community Liaison Officer(1), Finance/Admin Officer(1), Field Officer(4), IT & Database Officer(1), Joyful Learning Facilitator (1), English Language Teacher(1), Music Teacher (1), Beautician Instructor(1), Tailoring Instructor(1), Culinary Instructor(1), Literacy Teacher(1), , Finance Officer(1), Mental Health and Psychosocial Support Officer (1), Receptionist(1), Maid for Child Friendly Space (1)

Detailed Job Descriptions are available in this document.

Note: Applications sent with incomplete information will not be entertained. Online application form, CV and Self Disclosure form are integral to be qualified as a successful submission.



Position	Project Manager
Number of vacancies:	01
Location	Karachi
Minimum Qualification:	Master's degree
Minimum Experience:	7 Years

Job Summary

The Project Manager will be the representative of the program and have ultimate responsibility for the overall project management and implementation of the program activities in Karachi. The Project Manager will be responsible for effective planning, implementation and management of the project in line with the available budget, required time lines and the project implementation strategy with attention towards community needs, donor's requirements and targets in an effective and qualitative manner. Ensure that staff assigned to him/she has clear roles, responsibilities and perform them actively. Manage, monitor and supervise all administrative and financial tasks related to the assignment, such as proper maintenance of log book, monitoring of expenses, record keeping, float clearance, etc.

Job Specification

Program Planning and Development:

- Manage and design overall project documentation, and reporting framework.
- Proactively design, develop, undertake assessments, analyze the collected data and document lessons learned for future programming purposes, and develop approaches for utilization of data for decision making.
- Development and improvement of materials/modules for teaching/training sessions on change in KAP (Knowledge, Attitude and Practices) and measuring the resultant change.
- Assist the Head of Programmes / Country Director in weekly/monthly work plan development.
- Undertake detailed analysis and subsequently design appropriate project interventions to meet the identified urgent needs in collaboration with the field team, and strengthen local capacities for negotiating their problems.

Program Quality Delivery and Implementation:

- Ensure that project interventions for director beneficiaries are effectively implemented; monitored and reported as per agreed work plan as well as approved budgets and that the emerging needs are identified and addressed where possible.
- Ensure improved quality of program delivery and provide technical input in multi-sectorial contexts to field locations
- Prepare DIP (Detailed Implementation Plan) to ensure effective and quality implementation of the Education interventions
- Ensure that project is effective in achieving results and meeting set targets for target beneficiaries, as planned.
- Manage the implementation of project activities to achieve project goals and objectives including monitoring and reviews in accordance with the organization and donor requirements
- Undertake regular project site visits for monitoring and support of the project activities.
- Support in the administration of workshops, trainings and meetings that are hosted as part of the project.
- Manage, monitor and supervise all administrative and financial tasks related to the assignment, such as proper maintenance of log book, monitoring of expenses, record keeping, float clearance, etc.
- Ensure personal security and asset safety; provide attention to the provision of safe and secure environment for all staff in line with security guidelines.
- Ensure organizational visibility, profiling and representation in humanitarian forums, government agencies and clusters and able to secure NOCs etc. Ensures close coordination of the implementation team with other humanitarian agencies (regularly attend donors/Govt. general and cluster coordination meetings).
- Ensure effective and smooth running of the field offices.

Project Monitoring, Reporting and Documentation:

- Document project results in regular reports.
- Ensure that all the reports are endorsed by project manager and received at Islamabad Head Office in a timely manner.



- Documentation of overall change (Qualitative and Quantitative) through organization's interventions.
- Ensure effective data management and timely reporting, both internal and external.
- Maintain record of all beneficiaries supported by the project through the M&E and Reporting officer.
- Monitor the humanitarian situation in the field areas of Karachi and develop assessment reports as well as propose recommendations to the area management team regarding community needs, vulnerabilities/capacities and suggested responses within the agreed country programme strategy.
- Identify, document and disseminate relevant project learnings within the programme.

Staff Capacity Building:

- Develop close working relationship with project staff for smooth project execution.
- Co-ordinate and guide the project team in developing clear and concise input/output performance targets in line with the targets, OVIs and MoVs.
- Coordinate with project teams to ensure that all necessary documentation/MoVs are available during internal/external visits.
- Develop the capacity of the project team in quality reporting against targets.
- Develop and maintain knowledge and information sharing within the programme.

Project Management/Representation:

- Maintain excellent relationships with funding partner and beneficiaries.
- Ensuring effective coordination and integration of social activities at the field level.
- Perform any other relevant tasks assigned by the supervisor (Head of Programmes / CEO)

Job Specification

- Master's degree in Project Management, social sciences or any other relevant field with at least 7 years of experience in the development sector.
- A strong team leader, with the ability to motivate, utilize and empower the skills and experience of a multi-disciplinary team.
- Experienced in project management skills including budget management, report writing and stakeholder's management.
- Have the ability to deliver high quality projects and reach targets.
- Experienced in working with refugees and migrants (lived experience would be advantageous)
- Ability to work autonomously, using initiative and drive.



Position	Project Coordinator
Number of Vacancies:	01
Location	Karachi
Minimum Qualification:	Bachelor
Minimum Experience:	10 Years

Job Summary

The Project Coordinator will be responsible for to plan, organize, evaluate, coordinate and manage assigned project activities in areas of Karachi, Plan the scheduling of events and delivery of services to achieve program goals, Collect data and/or conduct surveys on all areas of program activities for evaluation of program effectiveness, Provide counsel to faculty, staff and students on policies, procedures and services, Develop, design, write and edit brochures / IEC material, reports and other relevant materials for publication and distribution. Develop and establish policies/procedures for implementation as applicable to the program, Organize and/or attend seminars and workshops, Supervise, train, evaluate, schedule work and determine priorities for assigned personnel, Maintain necessary records/files on program.

Job Description

Program Planning and Development:

- Manage and design overall project documentation, and reporting framework.
- Proactively design, develop, undertake assessments, analyze the collected data and document lessons learned for future programming purposes, develop approaches for utilization of data for decision making.
- Assist in the development and improvement of materials/modules for training sessions on change in KAP (Knowledge, Attitude and Practices) and measuring the resultant change.
- Assist the Project Manager in weekly/monthly work plan development.
- Undertake detailed analysis and subsequently design appropriate project interventions to meet the identified urgent needs in collaboration with the field team, and strengthen local capacities for negotiating their problems.

Program Quality Delivery and Implementation:

- Ensure that Community Based Protection interventions for SGBV survivors are effectively implemented; monitored and reported as per agreed work plan as well as approved budgets and that the emerging needs are identified and addressed where possible.
- Ensure improved quality of program delivery and provide technical input in multi-sectorial contexts to field locations
- Prepare DIP (Detailed Implementation Plan) to ensure effective and quality implementation of the health interventions
- Ensure that project is effective in achieving results and meeting set targets for target beneficiaries, as planned.
- Manage the implementation of project activities to achieve project goals and objectives including monitoring and reviews in accordance with the organization and donor requirements
- Undertake regular project site visits for monitoring and support of the project activities.
- Support in the administration of workshops, trainings and meetings that are hosted as part of the project.

Project Monitoring, Reporting and Documentation:

- Document project results in regular reports.
- Ensure that all the reports are endorsed by project manager and received at Islamabad Head Office in a timely manner.
- Documentation of overall change (Qualitative and Quantitative) through organization's interventions.
- Ensure effective data management and timely reporting, both internal and external.
- Maintain record of all beneficiaries supported by the project through the M&E and Reporting officer.
- Monitor the humanitarian situation in the field areas and develop assessment reports as well as propose recommendations to the area management team regarding community needs, vulnerabilities/capacities and suggested responses within the agreed country programme strategy.



- Identify, document and disseminate relevant project learnings within the programme.

Staff Capacity Building:

- Develop a close working relationships with project staff for smooth project execution.
- Co-ordinate and guide the project team in developing clear and concise input/output performance targets in line with the targets, OVIs and MoVs.
- Coordinate with project teams to ensure that all necessary documentation/MoVs are available during internal/external visits.
- Develop the capacity of the project team in quality reporting against targets.
- Develop and maintain knowledge and information sharing within the programme.

Project Coordination/Representation:

- Maintain excellent relationships with funding partner and beneficiaries.
- Ensuring effective coordination and integration of Community Based Protection activities at the field level.
- Perform any other relevant tasks assigned by the supervisor (Project Manager)

Job Specification:

- Bachelor degree in “social, management, computer sciences” with 10 years on experience or Master’s degree with 07 Years of experience in the development sector with at least 1 year working experience with afghan refugees.
- Strong diplomatic skills. Ability to establish good working relationships with partners, donors and other stakeholders in a sensitive environment.
- Strong people management skills: the ability to effectively lead and supervise team.
- Advanced computer skills including MS word processing, MS excel, database systems, and PowerPoint.
- English and Urdu fluency required, ability to speak Dari/Pashto will be added advantage.
- Proven working experience at management level in humanitarian assistance or development within an international environment, and preferably with non-governmental organizations.
- Professional experience in managing protection, Gender Based Violence, livelihoods or/and child protection projects refugee environment.
- Excellent leadership, people management, interpersonal, negotiation skills, and a demonstrated ability to develop harmonious teams in cross cultural context.



Position	Medical Officer
Number of Vacancies:	01
Location	Karachi
Minimum Qualification:	Bachelor
Minimum Experience:	4 Years

Job Summary

Medical Officer/Doctor will provide clinical care to the patients at outpatient department, stabilize critical patients and refer to next facility for care. Assess, diagnose clinically and treat patients at OPD as per standard protocols. Advise as per diagnosis by using standard treatment protocols. Ensure rationale prescription of medicines. Manage intra unit referrals. Ensure clinical documentation like filling OPD forms, referral letter, or any other document related to patient care. Medical Officer/Doctor will also take part in the community awareness sessions.

Job Description:

Medical duties:

- Taking care of Organization's asset, mission, and vision.
- Provided medical support services to refugees and host communities
- Refer clients to specialists or to other institutions/ organizations for medical treatment when required
- Assess, diagnose clinically and treat patients at facility as per standard protocols.
- Advise patients as per diagnosis by using standard treatment protocols.
- Assess and stabilize critical patients and refer to next facility.
- Manage intra unit referrals.
- Ensure the implementation (achievement of the outcomes), the quality and consistence of the medical component of the program with partner and Organization's coordination team
- Develop, update, and validate medical/MHPSS standards, protocols and good practices
- Provide health education to patients and community members concerning their diagnoses, healthy diets, physical activity, hygiene promotion, and disease prevention (such as need for vaccination, smoking cessation, etc.)
- Adhere to administrative directives with regards to work schedules, record keeping, patient communications, re-stocking of consumables and other medical supplies
- Provide all services to patients free of charge.
- Organize free health camps with the support of partner organizations and health department.
- Support in identification and diagnosis of needy people for assistive devices.
- Strong coordination with other health care units, hospitals and health care providers for referral mechanism with volunteer services provision through organizational MOUs.
- To make sure that all enrolled students are examined once in their three month course schedule for wellness checkup.

Policy Adherence

- Actively promote PSEA (prevention of sexual exploitation and abuse) standards within Inspire Pakistan and GIZ and among beneficiaries served by Inspire Pakistan.
- Adhere to the Code of Conduct, always maintain humanitarian principles and respect international humanitarian law.

Job Specification:

- Bachelor of Medicine-Bachelor of Surgery "MBBS" with At least 4 years' clinical experience (including house job period) in primary and emergency healthcare, tropical infections and diseases, integrated management of childhood illness, emergency obstetric care, syndromic management of STIs and clinical care of sexual assault survivor
- Registered and licensed to practice by the Pakistan Medical commission
- Ability and flexibility to understand the cultural and political environment and to work well with the local health representatives
- Skills to provide sensitive and appropriate medical counseling
- Excellent verbal communication skills and concise report writing skills
- Required to be team oriented with excellent interpersonal skills and ability to work under pressure in a stressful environment, displaying patience, compassion and diplomacy
- Ability to be innovative, flexible, adaptive and willingness to work in potentially stressful and challenging environment.



Position	Communication and Reporting Officer
Vacant Positions:	01
Location	Karachi
Minimum Qualification:	Bachelors in Communication
Minimum Experience	4 years

Job Summary

The Communication and Reporting Officer will be responsible for managing internal and external communication channels and producing high-quality reports to support the NGO's visibility, fundraising efforts, and accountability to stakeholders. This role involves developing communication materials, coordinating media relations, and preparing timely and accurate reports on program activities and outcomes.

Job Description

- Develop and implement a communication strategy to enhance the visibility and impact of the organization's programs and initiatives, targeting various stakeholders including donors, partners, beneficiaries, and the general public.
- Produce compelling communication materials, including press releases, feature stories, newsletters, social media posts, website content, and promotional materials, to showcase the organization's achievements and raise awareness of its mission and impact.
- Coordinate media relations activities, including drafting media advisories, organizing press conferences, and responding to media inquiries, to promote positive coverage of the organization's work in local, national, and international media outlets.
- Manage the organization's social media accounts and digital platforms, including Facebook, Twitter, Instagram, and LinkedIn, to engage audiences, share updates, and build online communities.
- Support fundraising and donor stewardship efforts by producing grant proposals, donor reports, and impact stories, highlighting the outcomes and successes of the organization's programs and projects.
- Coordinate the collection, analysis, and synthesis of data and information from program teams to produce regular progress reports, quarterly updates, and annual reports on program activities, outputs, and outcomes.
- Ensure the quality, accuracy, and consistency of communication materials and reports, including adherence to organizational branding guidelines, editorial standards, and donor requirements.
- Collaborate with program staff, monitoring and evaluation teams, and external consultants to gather and verify data, evidence, and success stories for inclusion in reports and communication materials.
- Provide communication support and capacity-building training to program staff, partners, and beneficiaries to enhance their ability to document, communicate, and share their experiences and achievements.
- Maintain a repository of communication materials, reports, and multimedia assets, and ensure their accessibility and usability for internal and external audiences.

Job Specification

- Bachelor's; preferably Master's degree in Communication, Journalism, Public Relations, International Development, or related field.
- Minimum of 4 years of experience in communication, reporting, or related roles, preferably in the nonprofit sector or international development.
- Strong writing and editing skills, with the ability to communicate complex information in a clear, concise, and compelling manner for diverse audiences.
- Experience in media relations, social media management, content creation, and digital marketing.
- Knowledge of data collection, analysis, and reporting techniques, and experience in producing programmatic reports and donor communications.
- Proficiency in using communication tools and platforms, including Microsoft Office suite, Adobe Creative Suite, and content management systems.
- Ability to work effectively in a multicultural and multidisciplinary team, with excellent interpersonal and collaboration skills.
- Fluency in written and spoken English; proficiency in additional languages is an advantage.



Position	Community Liaison Officer
Number of Vacancies:	01
Location	Karachi
Minimum Qualification:	Bachelors
Minimum Experience:	04

Job Summary

The Community Liaison Officer (CLO), under the direct supervision of Project Coordinator is responsible for the day-to-day implementation of the various protection activities in the field locations under his/her responsibility. Liaising with the local community and local government authorities to ensure the project can be implemented as per schedule and scope, addressing the day to day concerns of the community, updating on project's progress, project's plans, etc. This includes conduct Protection Monitoring, referrals, and follow-up of referrals, (including establishing referral pathways), establishing, and strengthening community-based protection committees, conducting rights' awareness sessions, and advocacy.

Job Description

- To provide individual advice directly to beneficiaries and through help lines.
- Support in community mobilization and formation of women's committee, elderly and disabled committee, youth committee as well as other committees or groups.
- Work closely with fellow field Officers in the follow-up with the relevant partners on individual cases which have been referred as needed.
- Conduct regular focus group discussions or other conversational forums with the community to understand their perceptions of service provision within the UCH Office.
- Provide counselling and work with volunteer lawyers network, where applicable.
- Establish community-based protection committees in targeted locations and provide them basic humanitarian protection trainings, trainings on family, inheritance, and family laws according to laws and standards.
- Provide information to targeted population on rights, entitlements, available services, civil documentation, and other necessary protection information.
- Work closely with fellow field Officers in the follow-up with the relevant partners on individual cases which have been referred as needed.
- Keep all levels of management informed about any new applicable laws in the country.
- Facilitate the smooth liaison between Inspire and donors, by maintaining regular contact and networking.
- Set up and organize meetings with government institutions and or with any other agencies or person if so requested, including organizing meeting spaces;
- Maintain detailed and accurate record of meetings including agendas, meeting minutes, follow-up/action points. Details of meeting held or cancelled should also be maintained;
- Deliver documents to all the interested parties and similarly receive documents from both external and internal parties;
- Ensure that follow up of document approvals by concerned authorities is done timely and consistently and keep the Project Coordinator updated as required;
- Respond to community concerns by ensuring that they are brought to the attention of the HUB and facilitate the process of resolving the issue;
- Responsible for ensuring all project documents and records are maintained;
- Assist HUB in the identification of potential implementation problems and bottlenecks,
- Report to the Project Coordinator on a daily and weekly basis on community issues and the project's performance in relation to those issues;
- Keep up with the weekly and daily developments of the project;
- Mediate issues between the community members and the project staff;
- To supervise the field officers and support field teams as per project requirements
- Active field presence to ensure the community ownership regarding hub progress and feedback from community.
- Forward questions about the project from community leaders and residents to appropriate government authorities and the Project Coordinator.



Job Specification

- Bachelor's degree; Masters is preferable in Social Sciences, Community Development, International Relations, or related field.
- Minimum 4 years work experience in the legal sector, in communication and liaison, interpreting/translation related fields required, preferably in a humanitarian context
- Experience working with national and international organizations that are contributing to the Afghan Refugees.
- Prior Experience working with persons of concern including refugees, internally displaced and/ or returnees.
- Experience and familiarity with Pakistan's judicial system.
- Understanding of protection principles and protection minimum standards.
- Knowledge of community development principles, participatory approaches, and advocacy strategies.
- High level of personal initiative, analytical and problem-solving skill.
- Strong interpersonal and communication skills, with the ability to build rapport and trust with diverse communities and stakeholders.
- Commitment to learning and implementing organizational policies and procedures
- Ability to work effectively in multicultural and multidisciplinary teams, and to navigate complex social and political dynamics.
- Proficiency in local languages spoken in the community is highly desirable.



Position	Finance/ Admin Officer
Number of Vacancies:	01
Location	Karachi
Minimum Qualification:	Bachelor
Minimum Experience:	04

Job Summary

The candidate will be supporting the financial and accounting function of the project in the head office. The incumbent of this position would report to Snr Finance Officer and Admin Officer would closely work with (coordination and guidance of) Operation Unit, especially with Admin, Finance and HR Officers – Islamabad. Main duties involve providing support for compliance with internal controls, bookkeeping, file management, ensuring travel authorizations, preparing financial reports, etc. Maintaining accurate records and is required to remain compliant with all laws and company policies at all times. This means financial administrator will have high ethics, integrity, and accountability.

Job Description

- Prepare issues and sends out receipts, bills, policies, invoices, and statements as required.
- Manage accounts receivable and accounts payable
- Create financial and inventory reports
- Prepare, track, and reconcile ledgers and budgets
- Prepare and file company tax documents
- Identify and correct miscalculations and financial discrepancies
- Run and update databases
- Develop and streamline operational efficiencies
- Contact delinquent accounts
- Prepare request for funds each month through close coordination with program and support staff.
- Checking of payroll and ensure its effective and accurate distribution to all staff on a monthly basis.
- Controlling the expenses in light of the approved budget by the donors
- Maintain manually working cash advance register as well as petty cash.
- Ensure all backup documentation is properly organized and filed for complete transparency and audit purposes.
- Assist in prepare financial forecast in order to clarify the financial standing of individual projects.
- Ensure all program and project staff are implementing Inspire Pakistan's field accounting policies accurately
- Checking and verification of all payment documents as per the Inspire Pakistan policies and initiating payments.
- Assisting Finance officer in Preparation of monthly Financial Reports.
- Assisting in Preparation of banks reconciliation and other financial reports.
- Scanning & uploading of all financial record on monthly bases.
- Any other duty assigned by the Supervisor.

Job Specification:

- The candidate should possess a Bachelor Degree or equivalent in management/Business Administration, disciplines preferably in finance and accounting and necessary knowledge to undertake the assignment.
- At least 3 years of experience in accounts, finance and admin related work, familiarity with donor funded development projects is an asset.
- Working knowledge of computers and software's (MS Word, MS Excel) is must
- Possessing qualification or knowledge about best practices in the area accounting and management
- Strong analytical skills, oral and written communication
- Ability to speak Pashto / Dari is an added advantage.
- Ability to multi-task and work under pressure situations.
- Ability to follow directives and implement administrative procedures



Position	Field Officer
Number of vacancies:	4 (Male/Female)
Location	Karachi
Minimum Qualification:	Bachelors
Minimum Experience:	04

Job Summary

The field officer will be responsible for documentation, record keeping, coordination, reporting and implementation of project activities. The person will also be responsible for community awareness, strengthening This position requires regular field visits, interaction with beneficiaries and stakeholders, data collection, and reporting to ensure effective project delivery and impact. Support in development of IEC material and case studies of the project.

Job Responsibilities

- Advise Community Liaison officer (CLO) on programmatic strategy, including where to focus program resources, how to develop operational relationships with the other stockholders, and how to address programmatic challenges as they arise.
- Responsible to arrange the session, session place and beneficiaries for the legal, Education component, psychological, doctor and other units of UCH.
- To assist PC in planning, management, execution and monitoring of all project activities.
- Manage relationships with relevant stakeholders, including but not limited to Government departments at the Agency and local levels, community and tribal elders, and local organizations and communities.
- Ensure the successful implementation of project activities, including planning and the transparent procurement of grant-related goods and services. Successful implementation should include on-going consultative processes, and government and community involvement in all phases.
- To interact/ hold meetings with the OV, PSC and TOC members aiming at improving the quality and deliverables and subsequently gaining the confidence of stakeholders.
- Writing events and activities reports, documenting success stories and keeping track record (documentation and record keeping) of all field activities.
- Schedule and plan meetings and appointments with communities, legal assistant, and other stakeholders.
- Coordination and networking with implementing partners and other NGOs, CSO, and CBOs;
- Perform any other official task assigned by the Project Coordinator/ Liaison Officer, Program Manager and as may require time to time by CEO and Director Operation of Inspire Pakistan.
- Compile and submit daily and weekly reports of activities performed.
- Maintain database of the activities
- Writing of grant ideas, success stories and weekly grants updates.
- To facilitate in the conducting of interview & test in admission process
- To create enabling environment and awareness in the community for attracting the students for different courses in the hub.
- Any additional task related to program implantation in field assigned by line manager.
- To supervise and manage all activities in absence of PC/PM.

Job Specification

- Bachelor's degree in a relevant field such as Social Sciences, Development Studies, or Community Development.
- Minimum of 4-5 years of experience working in community development, project implementation, or related fields.
- Demonstrated networking experience with major refugee actors and the humanitarian and development architecture, including governments, NGOs, and other stakeholders.
- Knowledgeable of humanitarian and emergency response policy at global, federal, provincial, and local levels
- Experience, or relevant experience, in strategic planning and implementation and in coordinating public/private efforts for long-term, systemic social impact and experience in growing and managing a team.
- Advanced written/oral communication, presentation and public speaking skills.
- Proficiency in local languages spoken in the project area is desirable.
- Knowledge of monitoring and evaluation principles and experience in data collection and analysis



is an advantage.

- Proven experience in conducting fieldwork, community mobilization, and stakeholder engagement activities.
- Strong communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders.
- Political acumen to coordinate, facilitate and negotiate at all levels across large and complex confederation of stakeholders.
- Policy, analysis, advocacy, and representation skills.
- Strong strategic, conceptual and critical thinking abilities; capacity to navigate through ambiguity.
- Strong organizational, analytical, and time management skills with high attention to priority and detail.
- Strong managerial skills and ability to professionally develop team members.
- A practical understanding of philanthropy and the nonprofit sector.
- Fluency in English/ Urdu is required, working knowledge of Dari/Pashto is preferred



Position	IT & Database Officer
Number of vacancies:	01
Location:	Karachi
Minimum Qualification:	Bachelors
Minimum Experience:	4 Years

Job Summary

Database & IT Officer will be responsible for management of data of the project. He/she will conduct routine review of supporting documents with Monthly Progress Reports (MPRs) and record keeping of hard and soft documents. S/he will work closely with Project Manager, Field Officer –Team Leader and IT Officers by providing support in consolidation of district wise data, and preparation of internal and external presentations. S/he will review the district wise data, identify issues and share with Project Manager and Team Leaders

Job Description

- Act as a focal point for all tasks related to data management System
- Contribute to development and maintenance of database when and where required
- Ensure availability of data collection and reporting tools including, Registers, pads, reporting formats, form etc.
- Ensure timely submission of daily/weekly/monthly/quarter to the district, provincial, and country office.
- Manage and oversee the data collection practices and ensure the quality of data at all levels.
- Collate, Analyze and interpret data generated on regular basis and sharing the findings with decision maker.
- Analyses daily/weekly/monthly data and produce high quality narrative reports with graphical and statistical presentation.
- Provide technical support to the data management staff including Service delivery staff, field team and other staff involved in data management.
- Will ensure, data management staff receive adequate training, mentoring and coaching.
- Give daily/weekly/monthly feedback on quality of data to the relevant service providers and other staff involved in data management.
- Technically review project data quality, project monitoring reports and ensure periodic data validation.
- Liaise with data management staff including service providers to timely collect data needed for daily, weekly, monthly, quarterly/annually reports.
- Archive the data collected
- Protect security of data and ensure confidentiality are maintained
- Collect & maintain the attendance record with % and also maintain hard & soft copy
- To prepare test results for the promotion of students graduation
- Undertake any other task assigned by the line manager

(Technical Support and Quality Assurance)

- Collate and cross validate the project data for inconsistencies before transmission to the district, provincial and HO on required format.

(Coordination & Representation)

- Co-ordinate with data relevant staff at districts level for data related activities.
- Will represent Inspire at for all task related to data.
- Any other task assigned by the line manager.

(Staff Management / Support)

- Effectively managed all field staff involved in data collection, management and data reporting
- Supervise and monitor data related task of all the service provider on daily basis and provide them with on job mentoring
- Enhance technical capacity of data management staff and Service providers for data management, analyses and interpretation through formal & informal training.

**Job Specification:**

- Bachelor's degree, preferably Masters in Information Technology, Computer Science, or related field.
- Minimum of 4 years of experience in IT management, database administration, or related roles, preferably in the NGO sector.
- Proficiency in managing Microsoft Windows and Office Suite, database management systems (e.g., SQL Server, MySQL), and networking technologies.
- Strong analytical and problem-solving skills with attention to detail.
- Certification in relevant IT and database technologies (e.g., Microsoft Certified Systems Administrator, Oracle Certified Professional) is desirable.



Position	Joyful Learning Facilitator
Number of Vacancies:	01
Location	Karachi
Minimum Qualification:	Bachelors
Minimum Experience:	02

Job Summary

The Joyful Learning Facilitator will be responsible for designing and delivering engaging and interactive learning activities that promote joy, creativity, and active participation among children. He / She will advocate positive parenting and child-friendly behaviors and provide high-quality learning opportunities for children in line with the early childhood education curriculum of Pakistan. This position requires a passion for education, creativity, and the ability to create a positive and inclusive learning environment.

Job Description

- Facilitate interactive and experiential learning sessions, workshops, and events using a variety of teaching methodologies, including games, storytelling, arts and crafts, music, and drama.
- Create a safe, supportive, and inclusive learning environment where children and youth feel valued, respected, and empowered to express themselves freely.
- Adapt learning activities and materials to accommodate diverse learning styles, abilities, and needs of participants, including children with disabilities and special needs.
- Provide individualized support and guidance to children and youth to enhance their learning, creativity, and confidence.
- Monitor and assess the progress and learning outcomes of participants and provide feedback to inform program planning and improvement.
- Establish positive relationships with parents, caregivers, and community members to promote active involvement and support for children's learning and development.
- Maintain accurate records of attendance in soft/hard, participation, and progress of participants and prepare periodic reports as required.
- Stay abreast of best practices in joyful learning, child development, and education innovation to continuously improve program quality and impact.
- Develop relationships with key local stakeholders and referral sources to develop referral pathways for vulnerable children and families.
- Link children and their families to relevant early years services, health services and school's systems
- To plan and conduct parents meeting on weekly/monthly basis.
- Engage and support families and their children so that they can enjoy and experience a safe and supportive learning environment

Job Specification:

- Bachelor's degree in Education, Psychology, Social Work, or related field.
- Minimum of 2 years of experience in facilitating learning activities for children and youth, preferably in non-formal or community-based settings.
- Passion for working with children and youth, creativity, and enthusiasm for promoting joyful and inclusive learning experiences.
- Strong facilitation and communication skills, with the ability to engage and inspire participants of diverse backgrounds.
- Understanding of child development principles, social-emotional learning, and inclusive education approaches.
- Ability to work collaboratively as part of a multidisciplinary team and independently with minimal supervision.
- Fluency in local languages spoken in the community is desirable.
- Strong interpersonal and communication skills and the ability to work effectively with a diverse community.



Position:	English Language Teacher
Number of vacancies:	01
Location:	Karachi
Minimum Qualification:	Bachelors
Minimum Experience:	2 Years

Job Summary

The incumbent of this position will be responsible for creating lesson plans, course content/curricula and deliver sessions, teach class of students – morning and evening. He / She will ensure that students learn proper grammar, writing, and reading comprehension, create lesson plans for students, grade students essay and tests etc.

Job Description:

- English Language Teachers are responsible for ensuring that target beneficiaries learn proper grammar, writing, and reading comprehension.
- Responsible for creating lesson plans that will teach students the skills they need.
- Answering Students/target beneficiaries' questions, grading student tests and essays, tracking student progress, and teaching students the importance of English.
- Communicate to the parents of target beneficiaries/students.
- Create lesson plans for students, Grade student essays and tests.
- Ensure that the classroom stays orderly,
- Encourage target beneficiaries/students to read out loud in class,
- Write progress reports for students,
- Create tests for students,
- Assign essays and homework to students.
- Assign books for target beneficiaries/students to read.
- To prepare test questionnaire for the midterm & annual test
- Collect & maintain the attendance record hard & soft copy
- to prepare test results for the promotion of students graduation
- to conduct interview & test in admission process
- Plan different initiatives for good learning practices of students
- Any other duty assigned by line Supervisors.

Job Specification

- Bachelor's degree in English Language, or Master's degree with relevant certification e.g IELTS, Tesol etc.
- Minimum of 2-3 years of experience teaching English as a second or foreign language, preferably in a multicultural or international context.
- Strong proficiency in English language, including speaking, listening, reading, and writing skills.
- Demonstrated ability to develop and deliver engaging and effective English language lessons for diverse learner groups.
- Excellent interpersonal and communication skills, with the ability to connect with students from different backgrounds and cultures.
- Cultural sensitivity and awareness, with a commitment to promoting inclusivity and diversity in the classroom.
- Ability to work collaboratively in a team environment and adapt teaching strategies to meet the needs of individual students.
- Experience working in non-governmental organizations (NGOs) or community-based education programs is desirable.



Position	Music Teacher
Number of Vacancies:	01
Location	Karachi
Minimum Qualification:	Bachelors
Minimum Experience:	3 years

Job Summary

Under the guidance and supervision of Market Liaison Officer/Livelihood Officer, the music instructor will create, develop and teach music curriculum to the students utilizing the course of study prescribed by the approved curriculum, adapt curriculum to the needs of the students varying intellectual abilities to accommodate variety of instructional needs etc. This role involves teaching music theory, practical skills, and appreciation to individuals of all ages and abilities, fostering creativity, self-expression, and cultural appreciation through music.

Job Description

- Develop and implement music education curricula, lesson plans, and teaching materials tailored to the needs and interests of students.
- Teach fundamental music concepts, including rhythm, melody, harmony, notation, and technique, using a variety of instructional methods and resources.
- Provide individual and group music lessons in various instruments (e.g., piano, guitar, drums, vocals) and genres (e.g., classical, contemporary, traditional).
- Adapts curriculum to the needs of the students with varying intellectual abilities, and to accommodate variety of instructional needs.
- Evaluates each student's musical growth, performance, and musical understanding in relationship to the level being taught.
- Teaches skills in music understanding/appreciation, harmony, explorations in music and choral music in relationship to the level being taught.
- Provide a clean, safe, and encouraging classroom environment.
- Maintain appropriate records for students.
- Coordinates music programs for program activities, parent meetings, seasonal programs, and graduation.
- Promote music education and advocacy within the community, advocating for the importance of music in holistic education and personal development.
- All other duties as assigned.

Job Specification

- Bachelor's or Master's degree in Music Education, Music Performance, or related field.
- Minimum of 3 years' rabab, guitar and harmonium teaching, experience teaching music, preferably in formal or informal educational settings.
- Proficiency in playing and teaching at least one musical instrument, along with a strong foundation in music theory and pedagogy.
- Excellent communication, interpersonal, and teaching skills, with the ability to engage and inspire students of diverse backgrounds and abilities.
- Passion for music education and a commitment to promoting creativity, cultural awareness, and social inclusion through music.
- Ability to work independently and collaboratively in a dynamic and multicultural environment.
- Familiarity with music technology, software, and digital resources for teaching and learning music is desirable.



Position	Beautician Instructor
Number of Vacancies:	01
Location:	Karachi
Minimum Qualification:	Diploma/Certification
Minimum Experience:	02 Years

Job Summary:

Beautician Instructor will be responsible for delivering comprehensive training programs in beauty and wellness to beneficiaries of the organizations vocational training initiatives. This role involves curriculum development, practical instruction, and mentorship to empower individuals with marketable skills and economic opportunities in the beauty industry.

Job Description:

- Develop and implement training curricula, lesson plans, and teaching materials for beauty and wellness courses, incorporating theoretical knowledge and practical skills.
- Deliver training sessions, demonstrations, and hands-on workshops to teach participants various beauty techniques, including skincare, makeup application, hairstyling, manicure, and pedicure.
- Provide individualized instruction and guidance to participants, assessing their learning needs, progress, and performance, and offering feedback and support to enhance their skills.
- Organize and oversee practical training activities, salon simulations, and mock-up sessions to ensure participants gain practical experience and confidence in their abilities.
- Introduce participants to industry standards, trends, and best practices in beauty and wellness, and provide guidance on professional ethics, hygiene, and customer service.
- Facilitate discussions and activities on entrepreneurship, business management, and marketing strategies to prepare participants for employment or self-employment in the beauty industry.
- Coordinate with program staff to identify job placement and income-generating opportunities for trained participants, and provide support in job search, resume writing, and interview preparation.
- Maintain a safe, clean, and hygienic training environment, including the proper use and storage of beauty products, tools, and equipment.
- Monitor and evaluate the progress and outcomes of training activities, collect feedback from participants, and contribute to program reporting and learning to inform programmatic decisions and improvements.
- Promote gender equality and social inclusion by ensuring equitable access to training opportunities for women, youth, persons with disabilities, and marginalized groups.

Job Specification:

- Diploma or certification in beauty therapy, cosmetology, or related field.
- Minimum of 2 years of experience working as a beautician, makeup artist, or hairstylist, with demonstrated proficiency in beauty techniques and salon services.
- Previous experience in teaching, training, or mentoring individuals in beauty skills, preferably in a vocational training or community development setting.
- Strong technical knowledge of beauty products, tools, and equipment, with the ability to demonstrate and teach various beauty techniques effectively.
- Excellent communication and interpersonal skills, with the ability to engage and motivate participants from diverse backgrounds.
- Ability to work independently and as part of a team, with a commitment to empowering individuals and promoting economic self-reliance.
- Fluency in local languages spoken in the community is highly desirable.

Position	Tailoring Instructor
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Number of Vacancies:	01
Location	Karachi
Minimum Qualification:	Diploma/Certification in Tailoring
Minimum Experience:	02

Job Summary

The Tailoring Instructor will be responsible for conducting training sessions and workshops to teach tailoring and sewing skills. The instructor will also provide training in fabric and thread selection and setting up a sewing machine. He/she would teach students to hand sew or machine sew in a community center as part of a program offered. This role involves curriculum development, practical instruction, and mentoring to empower individuals with marketable skills and economic opportunities.

Job Description:

- Marks and cuts out material and sews parts of new style garments, following patterns, sketches, and design specifications, to prepare sample garments
- Develop comprehensive training curricula and lesson plans for tailoring and sewing courses, tailored to the skill level and needs of participants.
- Conduct training sessions, demonstrations, and hands-on workshops to teach participants basic and advanced tailoring techniques, garment construction, pattern making, and finishing.
- Provide individualized instruction and support to participants, assessing their learning needs, progress, and performance, and offering feedback and guidance to enhance their skills.
- Organize and oversee practical training activities, including cutting, stitching, and assembling garments, to ensure participants gain practical experience and proficiency in tailoring.
- Facilitate discussions and activities on topics related to entrepreneurship, financial literacy, and market awareness to equip participants with the knowledge and skills to start and manage a tailoring business.
- Maintain a safe, clean, and organized training environment, including the maintenance and upkeep of sewing machines, tools, and equipment.
- Maintain attendance records in both physical and digital formats.
- Generate test results to facilitate student graduation promotions.
- Conduct interviews and administer tests during the admission process.
- Enhance the visibility and promotion of student activities.
- Allocate one day weekly for embroidery or other crafts to enrich student learning.
- Any other task assigned by the supervisor.

Job Specification

- Diploma or certification in tailoring, fashion design, or related field.
- Minimum 2 years of experience working as a tailor or seamstress, with demonstrated proficiency in garment construction and sewing techniques.
- Previous experience in teaching, training, or mentoring individuals in tailoring skills, preferably in a vocational training or community development setting.
- Strong technical knowledge of sewing machines, equipment, and materials used in tailoring, with the ability to troubleshoot and repair minor issues.
- Excellent communication and interpersonal skills, with the ability to engage and motivate participants from diverse backgrounds.
- Ability to work independently and as part of a team, with a commitment to empowering individuals and promoting economic self-reliance.
- Fluency in local languages spoken in the community is highly desirable.



Position	Culinary / Cooking Teacher
Vacant Positions:	01
Location	Karachi
Minimum Qualification:	Diploma or certification in Culinary Arts
Minimum Experience	3 years

Job Summary

The Culinary Teacher will be responsible for developing and delivering culinary training programs to beneficiaries. This role involves teaching adults of all ages the basics of gourmet cooking culinary techniques, food safety practices, nutrition principles, and culinary entrepreneurship skills to empower individuals with marketable skills and economic opportunities in the culinary industry.

Job Description

- Develop comprehensive culinary training curricula, lesson plans, and teaching materials tailored to the needs and interests of participants, including cooking techniques, recipe development, menu planning, and food presentation.
- Deliver engaging and interactive culinary training sessions, demonstrations, and hands-on cooking classes, using a variety of instructional methods and resources to accommodate different learning styles and abilities.
- Provide individualized instruction and guidance to participants, assessing their culinary skills, and goals, and offering feedback and support to enhance their proficiency and confidence.
- Introduce participants to culinary ingredients, equipment, and tools, and teach food preparation, cooking, baking, and pastry techniques in accordance with industry standards and best practices.
- Incorporate nutrition education into culinary training, teaching participants about healthy eating habits, dietary guidelines, portion control, and food safety principles to promote overall health and well-being.
- Facilitate discussions and activities on culinary entrepreneurship, business planning, marketing strategies, and customer service to prepare participants for employment or self-employment in the culinary industry.
- Organize and oversee practical training activities, cooking competitions, and food tasting events to showcase participants' culinary talents and accomplishments.
- Monitor and evaluate participant progress and outcomes, collect feedback, and contribute to program reporting and learning to inform programmatic decisions and improvements.
- Collaborate with program staff, culinary professionals, and industry partners to enhance the relevance and impact of the culinary training program and foster linkages with the local food industry.
- Promote gender equality and social inclusion by ensuring equitable access to culinary training opportunities for women, youth, persons with disabilities, and marginalized groups.

Job Specification

- Diploma or certification in Culinary Arts, Food Service Management, or related field.
- Minimum of 3 years of experience working as a chef, culinary instructor, or food service professional, with demonstrated expertise in culinary techniques and kitchen operations.
- Previous experience in teaching, training, or mentoring individuals in culinary skills, preferably in a vocational training or community development setting.
- Strong passion for cooking, creativity, and innovation in food preparation and presentation.
- Excellent communication, interpersonal, and teaching skills, with the ability to engage and inspire participants from diverse backgrounds.
- Ability to work independently and as part of a team, with a commitment to empowering individuals and promoting economic self-reliance.
- Fluency in local languages spoken in the community is highly desirable.



Position	Literacy Teacher
Number of Vacancies:	01
Location	Karachi
Minimum Qualification:	Bachelors
Minimum Experience:	3 Years

Job Summary

The Literacy Teacher will be responsible for designing and delivering literacy education programs to beneficiaries of the organization. This role involves teaching foundational literacy skills to individuals of all ages and abilities, fostering a love for reading and writing, and empowering learners to improve their literacy levels.

Job Description

- Develop and implement literacy education curricula, lesson plans, and teaching materials tailored to the needs and abilities of learners, including adults and children.
- Teach basic literacy skills, including reading, writing, comprehension, and vocabulary development, using evidence-based instructional strategies and resources.
- Conduct literacy assessments to identify learners' current literacy levels, learning needs, and goals, and develop individualized learning plans to address their specific needs.
- Provide engaging and interactive literacy instruction through a variety of teaching methods, including phonics, sight words, storytelling, and hands-on activities.
- Foster a supportive and inclusive learning environment where learners feel encouraged to explore, experiment, and express themselves through reading and writing.
- Incorporate cultural, linguistic, and contextual relevance into literacy instruction to make learning meaningful and relevant to learners' lives and experiences.
- Monitor and assess learner progress and achievement, provide constructive feedback, and adjust teaching strategies and materials as needed to support continuous improvement.
- Collaborate with program staff and community partners to promote literacy awareness, advocacy, and community engagement, and coordinate literacy-related events and activities.
- Facilitate parent and caregiver involvement in literacy education through family literacy programs, workshops, and resources to support learners' literacy development at home.
- Maintain accurate records of learner attendance, participation, and progress, and prepare reports and updates as required by the organization and funders.
- Perform any other task given by Supervisor.

Job Specification:

- Bachelor's or Master's degree in Education, Literacy Studies, or related field.
- Minimum of 3 years of experience teaching literacy, preferably in formal or non-formal educational settings.
- Knowledge of literacy development theories, strategies, and best practices, with a focus on adult literacy or literacy for marginalized populations.
- Strong interpersonal and communication skills, with the ability to engage and motivate learners of diverse backgrounds and abilities.
- Experience working with community-based organizations, NGOs, or literacy programs is desirable.
- Fluency in local languages spoken in the community is highly desirable.



Position	Finance Officer
Number of Vacancies:	01
Location	Karachi
Minimum Qualification:	Bachelors in Accounting
Minimum Experience:	04

Job Summary

The Finance Officer will be responsible for managing the financial operations of the NGO, ensuring compliance with financial regulations, policies, and procedures. This role involves financial planning, budgeting, accounting, reporting, and grant management to support the organization's programs and initiatives.

Job Description

- Prepare and manage the annual budget in collaboration with program managers and senior management, ensuring alignment with organizational goals and donor requirements.
- Monitor budget utilization, cash flow, and financial performance against budgeted targets, identifying variances and recommending corrective actions as needed.
- Maintain accurate accounting records, including ledgers, journals, bank reconciliations, and supporting documentation, in accordance with accounting principles and donor regulations.
- Process financial transactions, including payments, receipts, and payroll, ensuring accuracy, completeness, and timeliness in compliance with organizational policies and procedures.
- Prepare and submit financial reports to donors, government authorities, and other stakeholders in accordance with grant agreements and reporting deadlines.
- Assist in the preparation of grant proposals, budgets, and financial reports for fundraising and donor stewardship purposes, in collaboration with program and development teams.
- Ensure compliance with local tax laws, regulatory requirements, and financial reporting standards, and coordinate audits and reviews as necessary.
- Provide financial management support and training to program staff, partners, and grantees to enhance their understanding of financial policies, procedures, and best practices.
- Monitor and analyze financial risks, internal controls, and compliance issues, and recommend improvements to enhance financial accountability and transparency.
- Support the procurement process by reviewing purchase requests, soliciting quotes, and ensuring compliance with procurement policies and procedures.
- Any other duty assigned by the Supervisor.

Job Requirement

- Bachelor's; Masters preferably degree in Accounting, Finance, Business Administration, or related field.
- Professional certification such as CPA, ACCA, or equivalent is highly desirable.
- Minimum of 4 years of experience in financial management, accounting, or auditing, preferably in the nonprofit sector or international development.
- Proficiency in financial software and systems, including QuickBooks, Microsoft Excel, and accounting databases.
- Strong analytical and problem-solving skills, with attention to detail and accuracy in financial reporting and analysis.
- Excellent communication and interpersonal skills, with the ability to work effectively in a multicultural and multidisciplinary team.
- Knowledge of donor regulations, grant management, and compliance requirements is an advantage.



Position	Mental Health and Psychosocial Support Officer
Number of Vacancies:	01
Location	Karachi
Minimum Qualification:	Master's Degree in Psychology
Minimum Experience:	04

Job Summary

Under the direct supervision of the Project Manager, the Psychologist/Mental Health Support Officer will be responsible for providing psychosocial support, counseling, and mental health services to individuals and communities served by the organization. This role involves conducting assessments, delivering interventions, and building capacity to address mental health needs and promote well-being.

Job Specification

- To assess patient's needs, abilities or behavior using, interviews, direct observation, tests, and variety of tools/methods.
- To offer therapy for difficulties relating to anxiety, depression, addictions, social and interpersonal problems and increasingly, a range of challenging problems.
- To contribute to rehabilitating of patients in the community with the demonstration of psychological approaches in their lives.
- To refer patients to specialists or to other institutions/organizations for non-counselling treatment of problems.
- Provide referrals when necessary for additional care, evaluation, or treatment
- To record and monitor patients progress through regular meetings or sessions
- Offer services to all age, gender, religion groups of people
- Compile and ensure timely submission of daily/monthly reports and records
- Analyze data such as interview notes, test results, and reference manuals in order to identify symptoms, and to diagnose the nature of clients' problems.
- Counsel individuals, groups, or families to help them understand problems, define goals, and develop realistic action plans.
- Identify and document success stories, best practices and lessons learned.
- Carry out awareness raising sessions and outreach activities in the targeted community.
- Diagnosis or evaluates mental and emotional disorders of individuals and formulating and creating personalized interventions, treatments and management plans and treatment methods such as psychotherapy, behavior modification and stress reduction therapy for patients.
- Provides crisis intervention in situations requiring immediate psychological treatment.
- Keeping track record (documentation and record keeping) of all field activities.
- To maintain confidentiality of patient's identification and issues.
- To make sure that all enrolled students are examined once in their three-month course schedule for wellness checkup.
- Perform other project related duties assigned by the supervisor

Job Specification

- Master's degree in Clinical Psychology, Counseling Psychology, Social Work, or related field.
- Professional license or certification in mental health counseling or psychology.
- Minimum of 4 years of experience providing counseling or mental health support services, preferably in humanitarian or development settings.
- In depth knowledge and experience of mental health and psychosocial programming in the humanitarian context is essential.
- Strong writing reporting and filing/data management skills.
- Strong interpersonal and communication skills, with the ability to establish rapport, empathy, and trust with clients from diverse backgrounds.
- Ability to work effectively in multidisciplinary teams and collaborate with local stakeholders and partners.
- Fluency in local languages spoken in the community is highly desirable.



Position	Receptionist
Number of vacancies:	01
Location	Karachi
Minimum Qualification:	Bachelor's
Minimum Experience:	01

Job Summary

The receptionist will manage front desk on a daily basis and to perform a variety of administrative and clerical task. The Receptionist will be the first point of contact for organization. His/her duties include offering administrative support across the organization, welcome guests and greet people who visit the office, and also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

Job Description

- Responsible for Receive, direct and relay telephone messages and fax messages,
- Maintain the general filing system and file all correspondence,
- Develop and maintain a current and accurate filing system,
- Answer all incoming calls and handle caller's inquiries whenever possible,
- Update employee attendance and visitors' records,
- Monitor the use of supplies and equipment,
- Maintain an adequate inventory of office supplies,
- Perform data entry and filing activities,
- Maintain up to date staff leave records.
- Perform other clerical receptionist duties such as filing, photocopying, and collating, faxing etc.
- Facilitate in the conducting of interview & test in admission process.
- Greet guests/community members with courtesy.
- Fill registration forms of students for different courses.
- Calling students for test and interviews.
- Perform any other task assigned by Supervisor

Job Specification

- Bachelors/masters or High school diploma required
- Proficient in using telephone exchange, experienced in official correspondence (written, verbal)
- 1-2 years of relevant experience in an office environment
- Proficient in Microsoft Office
- Strong phone skills
- Demonstrated ability to read, write, and speak English
- Comfortable multi-tasking and prioritizing tasks without guidance
- Excellent interpersonal skills
- Punctual with strong attendance history
- Tech savvy and comfortable using office machines.



Position	Maid for Child friendly space
Number of Vacancies:	01
Location:	Karachi
Minimum Qualification:	Secondary Education
Minimum Experience:	03

Job Summary

The candidate will be responsible for excellent cleanliness standards to attend all areas of Joyful Center. The Keeping the joyful center in clean and orderly condition. Assisting children during eating or washroom.

Job Description

- Cleaning certain parts of the joyful center
- Vacuuming carpeted areas and washing floors
- Emptying and cleaning bins
- Spot cleaning of spillages
- Cleaning desks, seats of children.
- Cleaning toilet areas and replenishing toiletries
- Cleaning doors and windows
- Checking stock levels of cleaning materials
- Reporting all defects/hazards immediately to the caretaker or supervisor

Job Specification

- Secondary Education
- A minimum of 3 years work experience in a similar capacity; with demonstrated sense of integrity in the discharge of duties; proven record of providing logistical and administrative support generally, including during events and meetings, as required.
- Prior experience working with NGO or development sector with stringent accountability rules would be desirable. A relevant trade qualification will be an asset.
- Possess good oral and fair writing skills in English, Urdu
- Proven cleaning experience.
- Sound knowledge of different cleaning methods.
- The ability to work with minimal supervision.
- The ability to multitask.
- Excellent organizational, time management, and problem-solving skills.
- Effective communication skills.
- Friendly with children.
- Physically fit and detail-oriented.



