

# Job Opportunities

A reputable National Non -Governmental Organization (NGO) is looking for talented, dedicated, and passionate professionals to join our team and make a meaningful impact on important initiative focusing on Gender-Based Violence (GBV) and Protection interventions in District Jhal Magsi, Sohbatpur and Jaffarabad, Balochistan.

| Position   | Number of Positions | Required Experience  | Qualifications                            |
|--|---------------------|--|---|
| Finance Officer  | 1                   | 05 years of experience in financial management, reporting, budgeting, and donor compliance.  | Master/MBA in Finance                     |
| HR Officer   | 1                   | 05 years of experience to Oversee recruitment, employee relations, performance management, and payroll.  | Master/MBA in HR/Business Administration, |
| Field Engineer   | 1                   | 5 years experience to supervise construction and rehabilitation, ensure quality control and project specifications.  | Bachelors in Civil Engineering            |
| WPE Manager  | 1                   | 5 years experience to Lead the Women's Protection and Empowerment (WPE) program, manage staff, and oversee implementation of GBV services.                             | Master in Social Sciences                 |
| Protection Officer (Female)  | 3                   | 05 Years experience in Implementation of protection activities, manage cases, and support GBV prevention efforts.  | Master in Social Sciences                 |
| WGSS (Women & Girls Safe Space centre) Facilitators (06 Female Per District) | 18                  | 3 years Experience to Facilitate sessions at Women and Girls Safe Spaces, support survivors, and ensure a safe and supportive environment.                             | Bachelors in Social Sciences              |
| Caseworkers (01 Male /01 Female Per District)                                | 6                   | 2 to 05 years experience to Provide case management and psychosocial support to survivors of GBV.  | Degree in Psychology/Social Work          |
| Cash for Work Officers (01 Male/01 Female Per District)                      | 6                   | 3 Years experience to Oversee cash-for-work programs, ensuring smooth implementation and beneficiary selection.  | Bachelors in Social Sciences              |
| GBV IMS Officer (01 Female Per District)                                     | 1                   | 3 years experience of Manage GBV Information Management System (IMS), ensuring accurate data collection and reporting.   | Bachelors in IT/Information Systems       |
| Info Helpdesk Officer  | 3                   | 3 Years of experience to Manage information helpdesks, respond to community queries, and provide necessary referrals. <b>(Fluency in local languages is essential)</b> | Bachelors in Social Sciences              |
| Outreach Officers (01 Female + 01 Male per District)                         | 6                   | 05 years experience to Conduct outreach activities, engage with communities, and raise awareness on GBV and protection services.                                       | Master in Social Science                  |
| M&E Officer (01 per District)  | 3                   | 5 Years experience to Monitor and evaluate project activities, prepare reports, and ensure accountability.   | Master in Social Sciences                 |
| Education Officer (01 per District)  | 3                   | 3to 05-year experience in supporting the implementation of education initiatives, coordinate with schools, and monitor progress.                                       | Master in Education                       |

- If you are interested in applying, please send your email [hrjobsquetta@gmail.com](mailto:hrjobsquetta@gmail.com) and attached your resume and cover letter. Do clearly mention the title of position as subject line of your email.
- we thank all applicants in advance for their interest in working with us, only shortlisted candidates call for the interview.
- Please note that a candidate should apply for one position only, Application for multiple positions, will be rejected.
- The interview will be held in Head office Quetta. TA/DA for the interview is not admissible.
- Applications received till 1800 hrs (PST) on 20 October 2024 will be considered for further process.