

Vacancies Announcement

Farmers Development Organization (FDO) has been working in southern Punjab, through participatory principle since December 1996, benefiting thousands of peasants, Women and general communities. FDO seeks the candidates to work for the Following Positions at Tehsil Jatoi, District Muzaffargarh, for “Building Disaster Resilience in Pakistan (BDRP) Program”; Goal of the project is to Increase the capacity to reduce disaster risk, through better planning, preparedness, response and resource allocation at the governmental and community levels.

Sr #	Post	No. of Posts	Unit/ Area	Eligibility Criteria
01	CBDRM Officer	Man/ Woman (1)	The position is responsible for oversee and implementation of CBDRM initiatives. Facilitate exchange of information. Oversee compilation of data for reports. Oversee provision of technical and other related VDMPs/UDMPs to community. In consulting with Project Coordinator, prepare and review projects work plans to best respond to the need of projects.	<ul style="list-style-type: none"> • At least Post Graduation, Advance degree in social sciences, development studies or other relevant discipline • Excellent skills in implementation of programs activities • Commendable communication and inter-personal skills Ability and willingness to travel regularly to field sites • 2-3 years relevant experience in the field (CBDRM) with national or international NGOs • Good in computer skills with Fluent in Urdu, Saraiki, Punjabi
02	Livelihood Officer	Man/ Woman (1)	The position is responsible for oversee and implementation of livelihood initiatives and as well as On-Farm & Off-Farm activities. Facilitate exchange of information. Oversee compilation of data for reports. Oversee provision of technical and other related training to community. In consulting with Project Coordinator, prepare and review projects work plans and budgets to best respond to the need of projects.	<ul style="list-style-type: none"> • At least Post Graduation degree in Agriculture • Commendable skills in implementation of programs activities • Commendable communication and inter-personal skills Ability and willingness to travel regularly to field sites • 2-3 years relevant experience in the field (Livelihood) with national or international NGOs • Good in computer skills with Fluent in Urdu, Saraiki, Punjabi
03	Infrastructure & WASH Officer	Man (1)	The position is responsible to liaison between FDO and local communities to achieve the collective objective of sustainable development through collective actions. Infrastructure & WASH Officer is responsible for design, supervision and monitoring of schemes (Community Physical Infrastructure Disaster, shelter related infrastructure etc.) & WASH activities. Will assist the senior engineer as well.	<ul style="list-style-type: none"> • At least three-year Diploma of Associate Engineer (Civil) • Analytical skills, critical thinking • Must have skills of surveying and estimating the BoQs • Energetic and passionate • Commendable communication and inter-personal skills Ability and willingness to travel regularly to field sites • 2-3 years relevant experience in the field with national or international NGOs • Good in computer skills with Fluent in Urdu, Saraiki, Punjabi

04	Social Mobilizers	Man (02) / Woman (01)	The position is responsible to liaison between FDO and local communities to achieve the collective objective of sustainable development through collective actions.	<ul style="list-style-type: none"> • At least Bachelor Degree (Social Sciences preferred) • Strong written and verbal communication skills • Work Management Skills • Problem Solving Skills • Energetic and passionate • Commendable communication and inter-personal skills • Ability and willingness to travel regularly to field sites • 2-3 years relevant experience in the field with national or international NGOs • Good in computer skills with Fluent in Urdu, Saraiki, Punjabi
05	Hygiene Promoter	Man/ Woman (1)	The position is responsible to work closely with communities for the establishment of WASH and sanitation facilities in the operation areas. To reduce the risk of water and sanitation related communicable diseases by promoting good hygiene practice in communities. Coordinate with stakeholders to provide technical input wherever required.	<ul style="list-style-type: none"> • At least Bachelor Degree (Social/ environment sciences or Social Sciences preferred) • Strong written and verbal communication skills • Work Management Skills • Problem Solving Skills • Energetic and passionate • Commendable communication and inter-personal skills • Ability and willingness to travel regularly to field sites • 2-3 years relevant experience in the field with national or international NGOs • Good in computer skills with Fluent in Urdu, Saraiki, Punjabi
06	Admin & Finance Officer	Man/ Woman (1)	The Position is responsible for dealing and maintaining financial, accounting, administrative matters/record.	<ul style="list-style-type: none"> • At least Bachelor degree in accounting, Master degree will be preferred • Oversees all Operational matters and supports Program Department in relation to field operations and other activities as required • Ensures best practices in procurement. • 2-3 years relevant experience in the Finance Department with national or international NGOs • Establish and manage all procurement and logistics activities including possible management of vehicles and drivers

CV should be submitted to: Human Resource Officer
Email: hr@fdopk.org, Phone: 061-6512046

Last Date to Apply: 10th December, 2018