

**The shade Welfare Association® is looking for the dynamic and experience candidates for its Environmental related project on Prevention and minimizing the generation of plastic waste. The project intervention area is Korangi Karachi, Pakistan**

<b>S.no</b>	<b>Position</b>	<b>Requirement</b>	<b>Role and Responsibility</b>
1.	Project Manager	<ol style="list-style-type: none"> <li>1. Master (Sociology, English, Environmental sciences, Economics).</li> <li>2. Having 3 years of experience in development sector.</li> <li>3. Good communication and reporting Skills.</li> <li>4. Good understanding on Project Management.</li> </ol>	Project Manager will be responsible to maintain close liaison with all relevant stakeholders at local Level. Project Manager will closely work and supervise the field team and finance officer, project coordinator and reporting officers to ensure that project activities including; social mobilization, Implementation of designed activities and reporting are accurate and timely. Project Manager will be liable of reporting and communication with DONOR.
2.	Admin and Finance	<ol style="list-style-type: none"> <li>1. Graduation in business field</li> <li>2. Good command on administrative work.</li> <li>3. Having knowledge to operate the organization financial transactions.</li> <li>4. At least 3 years of experience in development sector.</li> </ol>	Finance officer will provide 100% LOE. Finance officer will be responsible of ensuring project overall financial reporting to the donor. Finance officer will also disburse salaries and make transactions for the smooth conduction of the project activities. Finance officer will ensure either the project activities are conducted according to the allocated budget and will report her findings to the project director from time to time during the execution of the budgeted activities.
3.	Social Organizer (1 Male 1 Female)	<ol style="list-style-type: none"> <li>1. Must be Graduate</li> <li>2. Good communication skills</li> <li>3. Good reporting skills</li> <li>4. Having 3 years of experience in field and dealing with the community.</li> </ol>	02 social organizers (1 Male & 1 Female) will be hired who will be on 100% LOE and will conduct the field activities like; social mobilizations, CFW schemes and trainings of identified women etc. The social organizers will report to the project coordinators on routinely basis.
4.	Office Attendant (01)	<ol style="list-style-type: none"> <li>1. Matric pass.</li> <li>2. Having good communication skills.</li> </ol>	An office attendant/Office Boy will be hired on 100% LOE. He will provide assistance to project office and field staff members. He will be responsible of opening, closing and cleanliness of the designated official premises and taking care of office.
5.	Contractual Staff Hiring (02) <b>contractual</b>	<ol style="list-style-type: none"> <li>1. Master or diploma in environmental science.</li> <li>2. Good knowledge of environment, ecosystem and climate change related subject.</li> <li>3. Good communication skills.</li> <li>4. Good presentation skills.</li> <li>5. Manual and material design knowledge.</li> </ol>	Environment Specialists, with specific qualifications and experience to deliver trainings on eco-system, environment pollution and one 02-EDT trainers will be hired for the conduction of women training on entrepreneurship, petty cash trading and market linkages development skills

- Shade has smoking free environment.
- Shade believe on paper less work
- In our organization both male and female have equal opportunity.

- Community and values matter in our organization
- Respect for organization core value
- Culture, Customs and Traditions While Upholding Human Rights.



**SHADE WELFARE ASSOCIATION®**

# WE ARE HIRING

## The Organization Introduction:

Shade Welfare Association ®(SWA) is registered, an independent, non-profit, non-political & non-governmental organization, which is working for social inclusion, Community resilience, Health education, women & child protection, Peace and Harmony, advocacy, Community Development, and socio-economic empowerment of the poor people through the implementation of different development programs in the area. This organization came into being with determination, commitment, and dedication by a group of energetic people of both sexes in 2012. The organization registered under the Social Welfare voluntary Organization Act: 1961 with the Directorate of Social Welfare / Community Development Department Government of Sindh. Pakistan.

Shade welfare is looking for the dynamic and talented staff for its **Environmental** related project in Korangi, Karachi, and Sindh Pakistan.

## Open Positions:

1. Project Manager
2. Admin and Finance
3. Social Organizers ( Male and Female)
4. Office Attendant
5. Trainers (Environment Specialists)

**Salary:** Market Competitive Salary

## Apply Now:

For Job Description Please Visit our Website [www.shadepak.weebly.com](http://www.shadepak.weebly.com)

Or send us CV at [shade.sindh@gmail.com](mailto:shade.sindh@gmail.com) or [jobshadesindh@gmail.com](mailto:jobshadesindh@gmail.com)

**Last Date** of apply 23-August 2022

