

We are Hiring!

Job Profile:

Title	Assistant Project Coordinator
Organization	Transparency International Pakistan
Nature of Vacancy	Full-time
Reporting to	Executive Director
Location (city)	Karachi

Job Summary:

Transparency International Pakistan is one of the accredited chapters of Transparency International, based in Karachi. By working across Pakistan, we give voice to the victims and witnesses of corruption and work with the government and citizens to stop abuse of power and strive for a corruption free Pakistan.

TI Pakistan is seeking an individual to assist with the preparation and writing project proposals for relevant grant opportunities. The incumbent will be required to work on the organizations institutional funding, compiling comprehensive grant related narrative, reports and other relevant requirements from the donor organizations. Besides, the incumbent will also be required to monitor and evaluate impact across TI Pakistan's programs and operations, as well as overlook other aspects of the department/organization, if and when required.

Job Responsibilities:

- Assist in organizing Workshops/Events.
- Assist in writing and submission of institutional funding proposals and respond to donor queries.
- Collaborate with External Engagement for developing linkages with INGOs and donor organizations.
- Assist in research, data analysis and report writing.
- Evaluate impact across TI Pakistan's Programs.

Required Skills and Qualifications:

Qualification and Experience:

- Bachelors Degree (Candidates with Master's Degree will be preferred) from an accredited university.
- 1-2 years of work experience in social development sector, preferably in a position requiring research and writing.

Skills:

- Strong writing, research and analytical skills are essential.
- Excellent communication and interpersonal skills.
- Proficiency in the use of MS Word and Excel.
- Ability to multitask and work under stress to meet deadlines.
- Candidates with familiarity with major funding agencies and overall context of funding opportunities will be preferred.

Please send CVs to hrrngopak@gmail.com with job title in subject line.