

We are Hiring !

Job Profile :

Title	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 in collaboration with US Consulate, Karachi is conducting a project "Promoting Democratic Values Amongst young People" in Sindh province. The organization is seeking an individual to assist with the implementation of the program. The incumbent will undertake the following responsibilities.

Job Responsibilities :

- Conducting workshops targeting youth to enhance their capacity on integrity, transparency and social accountability tools.
- Setting up "Youth Integrity Clubs" in certain educational institutions in Sindh.
- Collate information collected through monitoring reports and assist in developing quarterly reports to show progress of the project.
- Design surveys on Corruption related issues in rural areas across Sindh.
- Organize awareness-raising campaigns.
- Assist in data analysis and report writing.

Required Skills and Qualifications :

Qualification and Experience:

- Master's Degree from an accredited university.
- 1-2 years of work experience in social development sector, preferably in a position requiring conducting workshops/trainings.

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.
- Sindhi language skills is an added qualification. (not mandatory).

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