

Job Profile

Title	Monitoring, Evaluation, & Learning (MEL) and Communications Officer
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.

The organization is seeking an individual for the position of MEL and Communications Coordinator. The position is based in Karachi and the incumbent will undertake the following responsibilities.

Job Responsibilities:

- Implement MEL frameworks, tools, and systems to monitor program activities and outcomes.
- Collaborate with project team to identify key performance indicators (KPIs) and develop data collection methodologies.
- Prepare comprehensive and timely MEL reports for internal and external stakeholders.
- Work closely with project teams to integrate MEL processes into program planning and implementation.
- Create compelling and targeted content related to climate change, climate finance and anti-corruption for various communication channels.
- Collaborate with internal teams to gather information and develop content that aligns with organizational goals and messaging.

Required Skills and Qualifications:

Qualification and Experience:

- Master's Degree from an accredited university in Development Studies, Public Policy, Social Sciences or related field.
- 2-3 years of work experience in social development sector, preferably in a position requiring research, writing, MEL reporting, data analysis and communications.
- Knowledge on country's climate change scenario, climate policies and anti-corruption laws will be considered an asset.

Skills:

- Strong MEL, writing, research and analytical skills are essential.
- Excellent communication and interpersonal skills.
- Proficiency in the use of Microsoft Word, Excel, Canva and related tools.
- Ability to multitask and meet deadlines.
- Knowledge of governance related issues in Pakistan with particular interest in climate finance, climate governance and anti-corruption.

Please send CVs to comms.transparency@gmail.com with job title in subject line by Sunday 24th Dec 2023