

CAREER OPPORTUNITIES

Sindh Rural Support Organization (SRSO) is a not-for-profit organization registered under Section 42 of the Companies Act 2017. SRSO invites applications from energetic, well-qualified, and experienced individuals for the below positions under the “**Empowering Local Stakeholders and Communities for Diversified and Sustainable Livelihoods and Protecting against Climate Risks for Vulnerable Communities in District Mirpurkhas of Sindh Province**”.

01) Livelihood Officer (Agriculture/Climate Smart Agriculture Specialization):

- **Qualification:** Master's degree in any discipline i.e., agriculture, environmental science, rural development, or a related field.
- **Experience:** 2+ years of experience in livelihood restoration, livelihood, community engagement, or related roles preferably in climate-vulnerable areas.
- **Work Station:** Position based at Taluka Jhuddo, District Mirpurkhas, Sindh, Pakistan.
- **Scope of Work:** Needs Assessment, Livelihood Diversification, Climate-Smart Agriculture, Capacity Building, Policy Advocacy, Risk Assessment and Response.
- **Skills & Abilities:** Must know about Climate Change, Livelihood Development Expertise, Communication and Reporting, Project Planning and Management, Risk Assessment and Mitigation, Data and Information Management, and Cross-Cultural Competence.
- **Job Type:** Contractual, Full time.
- **Career Level:** Professional.
- **Gender:** Female.
- **Department:** Project Team-Livelihood.
- **Functional Area:** Livelihood and community investment sources.
- **Number of positions: 01.**

Job Description:

- The livelihood assistant will hold program introduction meetings (BBCM) at the village level.
- She will assist with community outreach and engagement to raise community understanding of the activities.
- She will be responsible for the identification of beneficiaries through proper assessment to select the most vulnerable from the flood-affected community.
- She will do regular visits to ensure training quality.
- She will be responsible for the distribution of training toolkits among target beneficiaries.
- Foster collaboration with local communities to gain insights into their livelihoods, requirements, and susceptibilities to climate impacts.
- Carry out assessments to pinpoint climate-related risks and vulnerabilities affecting community livelihoods.
- Evaluate the repercussions of climate change on agricultural methods, water resources, and other sources of livelihood.
- Formulate and execute strategies for diversifying livelihoods, thereby lessening reliance on climate-sensitive activities.
- Advocate for and provide training to farmers in adopting climate-smart agricultural practices.
- Execute initiatives for the management of natural resources, aiming to safeguard and improve ecosystems. This encompasses efforts such as reforestation, watershed management, and the promotion of sustainable fishing practices.
- Establish robust monitoring and evaluation systems to gauge the influence of livelihood projects on climate resilience.
- She will assist technical leads in maintaining up-to-date and accurate records of registration, community meetings, and other relevant program documentation.
- Generate comprehensive project reports, documentation, and success stories.
- Maintain precise and organized records of project activities.

02) Driver:

- **Qualification:** Middle pass or Intermediate from school or college.
- **Experience:** 2+ years of experience with national and multinational organizations in rural areas. Familiar with current GPS devices and navigation systems.
- **Work Station:** Positions based at Taluka Jhuddo, District Mirpurkhas, Sindh, Pakistan.
- **Licenses and Certifications:**
 - Valid driver's license appropriate for all types of vehicle being driven.
 - Clean driving record with no major violations.
- **Physical Requirements:**
 - Ability to sit for extended periods.
 - Ability to lift and carry heavy objects if required.
 - Good vision and hearing for safe driving.
- **Skills & Competencies:**
 - Excellent driving skills with a keen focus on safety.
 - Good physical condition and ability to lift heavy loads if required.
 - Strong time management and organizational skills.
 - Effective communication and interpersonal skills.
 - Ability to remain calm under pressure and handle unexpected situations.
- **Job Type:** Contractual, Full time.
- **Career Level:** Support.
- **Gender:** No Preference.
- **Department:** Administration.
- **Number of positions:** 02.

Job Description:

- Maintain accurate logs of travel, including mileage, fuel usage, and any incidents.
- Keep Registration Documents in the vehicle.
- Renewed Driving License and CNIC timely.
- Conduct regular checks on the vehicle to ensure it is in good working condition.
- Ensure the vehicle is clean and well-maintained at all times.
- keep the toolbox and first aid box in the vehicle.
- Report any mechanical issues or damages immediately to the supervisor or administration department.
- Adhere to all traffic laws and company policies regarding driving and vehicle use.
- Ensure the safety of passengers, goods, and other road users.
- Maintain vehicles for long journeys.
- Knowledge of First Aid.
- Keep phone numbers of hospitals/ambulances.
- Any other assigned by the supervisor.

Physical and Mental Health Information to be filled by the candidates: (please fill in the form)

- Do you have any physical health conditions that may affect your ability to perform the job's essential functions? Please mention in your application or CV.
- Do you have any mental health conditions that may require accommodations or support in the workplace?
- Are you currently receiving treatment or therapy for any mental health concerns?

Use of Technology:

- Proficiency in Microsoft Office or Google Suite.
- Familiarity with email clients and web browsers.
- Experience with specific software or tools relevant to the position?
- Others

Language Skills:

- Sindhi
- Urdu
- English
- Preference for local language expertise

Professional Standards to be followed:

- Commit to SRSO/Donor Way (or Code of Conduct / Mandatory Reporting Policies)
- Commit to ensuring the optimal implementation of these policies in its framework.
- Commit to comply with SRSO's Internal Regulations in Project Implementation

Deceleration- Personal History Clarification

Candidate applying for the above vacant positions must have declared that the information provided in this form is true, complete, and accurate to the best of their knowledge. Recognizing the importance of upholding the highest standards of integrity and transparency by SRSO principles.

- 1- Declare that there are no pending legal proceedings or convictions against me in any court of law, whether domestic or international.
- 2- Affirm that I have not been involved in any violations of human rights, as defined by international standards, and have not been found guilty of any such offenses.
- 3- Confirm that I am not affiliated with any political party or political organization, and I do not hold any position within such entities.
- 4- Acknowledge that I am not a social media activist, and I have not engaged in any activities that may compromise the principles of impartiality and neutrality, as expected in international organizations adhering to SRSO standards.
- 5- Understand the significance of maintaining professional conduct and avoiding conflicts of interest. Therefore, I pledge not to engage in any activities that may compromise the reputation or impartiality of the organization adhering to SRSO standards.
- 6- Confirm that I have not been involved in any form of female or Gender-Based Violence (GBV), child abuse, or any form of abuse towards women.
- 7- I have never been terminated from a National or internationally banned organization.
- 8- I am not included in any no-fly list, domestic or international.
- 9- I do not have any affiliation with any anti-state agency or country.
- 10- I have not been found engaged in any cyber activities that violate the principles of security, ethics, or legality.
- 11- Hereby consent to a thorough background check to verify the accuracy of the information provided in this declaration form.

Social Media Accounts Declaration:

Hereby declare the following social media accounts associated with my name: (Please include the data collection form). Facebook, Twitter, TikTok, YouTube, Snapchat, Instagram, LinkedIn and any other.

The SRSO Core Values and Commitments:

- The SRSO and SRSO workers must adhere to the values and principles outlined in SRSO Way - Standards for Professional Conduct. These are Integrity, Service, Equality, and Accountability. By these values, the SRSO operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity Anti-Retaliation, and Combating Trafficking in Persons.
- SRSO is committed to ensuring that SRSO staff is suitable to work with children and have the knowledge s/he needs to uphold and abide by the SRSO's Child Safeguarding Policy.
- Level of interaction with children: Less frequent direct contact with children
- SRSO recognizes that gender equality is fundamental to the achievement of our organizational mission. As such, SRSO is committed to the promotion of gender equality in all aspects of our operations and programs. Our organizational policies, procedures, and actions demonstrate this commitment.

Women candidates are highly encouraged to apply.

We are an equal opportunity employer and value diversity at our company. We do not discriminate based on race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, perform essential job functions, and receive other benefits and privileges of employment. Please contact us to request accommodation.

Disclaimer:

- SRSO reserves the right to reject any or all applications or adjust the number of positions at any stage without providing a specific reason or as per organizational requirements.
- Any Candidate/Applicant attempting to influence or interfere with the recruitment process or Selection Panel through any means will be immediately disqualified.
- SRSO will strictly consider applicants who meet the specified requirements and criteria mentioned above.
- Incomplete applications will not be considered.
- SRSO reserves the right to cancel the entire hiring process at any stage without providing a specific reason.
- Only shortlisted candidates will receive invitations for tests and/or interviews via call or Email.
- SRSO provides equal opportunities to all qualified individuals, regardless of gender or physical abilities, including candidates with disabilities.
- Females are highly encouraged to apply. Special preferences can be given to persons with disabilities (PWD) who are registered or can provide proof of disability.
- All positions have visual requirements. Visually impaired applicants, unfortunately, cannot be accommodated.
- Shortlisted candidates must bring their CVs, attested copies of CNIC, certificates, experience certificates, and educational qualifications to the interview.
- No TA/DA will be admissible.

ATTENTION: Candidates declared while applying for the aforementioned positions that he/she was not involved in any Sexual Exploitation Abuse or any Criminal Activity in his/her career.

Please send your updated

- CV.
- Letter of Interest with consent of SRSO's aforementioned Policies and declarations.
- Cover Letter in PDF Form (excluded for Driver).

To the HR department online at www.srso.org.pk. (The link for the online application is given below), latest by July 09, 2024.

Alert: Incomplete applications will not be considered.

- Only CVs in PDF format will be accepted

https://www.srso.org.pk/career_jobs.html

Manager – Human Resources Department

Address: SRSO Complex, Near Taj Petrol Pump, Shikarpur Road, Sukkur, Sindh.