

CAREER OPPORTUNITIES

Sindh Rural Support Organization (SRSO) is one of the largest Rural Support Organization in Sindh registered under section 42 of the Companies Act 2017; SRSO invites applications from energetic, well-qualified, and experienced individuals for the below positions:

01) District Project Officer:

- **Qualification:** Required Master's Degree in Social Sciences / Development Studies / Statistics or in a relevant field from an HEC-recognized University/Institute.
- **Requirement:** Required minimum of three to four years of working experience with NGOs/INGO/RSP and have delivered in coordination, team management, and social mobilization.
- **Work Station:** Position based at SRSO, District Office, Badin.
- **Scope of Work:** He/she will lead the project execution of the Poverty Alleviation and Inclusive Development across Rural (PAIDAR) project at the district level, overseeing project activities, fostering collaboration among team members, and ensuring alignment with organizational goals and project deliverables.
- **Skills & Competencies:**
 - Proficiency in computers (Windows, Microsoft Office, Email, Internet).
 - Report writing, Documentation preparation/presentation, and computer-based production skills.
 - Strong quantitative and qualitative analysis skills.
 - Proficiency in reading, writing, and speaking English.
 - Ability to read, write, and speak other local languages.
 - Teamwork.
 - High level of integrity and personal conduct.
 - Sensitivity, flexibility, and adaptability to cultural diversity.
 - High level of initiative and focus.
 - Good interpersonal skills.
 - Resilience (ability to work under pressure).
- **Job Type:** Contractual.
- **Career Level:** Experienced Professional.
- **Gender:** No Preference.
- **Number of positions:** 01.
- **Job Description:**
 - Implement project activities at the district level, ensuring alignment with project goals and objectives.
 - Coordinate with relevant stakeholders, including local government officials, community leaders, and other stakeholders.
 - Supervise and coordinate the activities of the district-level project team.
 - Foster effective communication and collaboration among team members.
 - Engage with local communities to ensure their active participation in project activities.
 - Manage resources efficiently to support project implementation.
 - Monitor project progress in the district, identifying challenges and proposing solutions.
 - Contribute to regular reporting on district-level achievements and challenges.
 - Build and maintain effective relationships with stakeholders, including government agencies, NGOs, donors, and community partners at the district level.
 - Ensure adequate project documentation and archiving of best practices.
 - Preparation and timely submission of monthly, and quarterly Reports.
 - Works closely with the Finance to ensure compliance with the organization, donor, and ethical standards.

02) General Enterprise Officer:

- **Qualification:** Required Master's Degree from an HEC-recognized University/Institute.
- **Requirement:** Required minimum of two to three years of working experience with NGOs/INGO/RSP.
- **Work Station:** Position based at SRSO, District Office, Badin.

- **Scope of Work:** He/she will be responsible for facilitating the communities to become Self-reliant in pursuit of their common interests. A major role of GEO would be to promote optimal utilization of available resources. GEO will Identify, Plan & Manage project activities, including monitoring and evaluation of enterprise program components; prepare and submit reports and other deliverables, and conduct market research and assessments to match producer capabilities to market demands.
- **Skills & Competencies:**
 - Computer Literate with a Good command of MS Office.
 - Documentation preparation/presentation and computer-based production skills.
 - Proficiency in reading, writing, and speaking English.
 - Ability to read, write, and speak other local languages.
 - Teamwork.
 - High level of integrity and personal conduct.
 - Sensitivity, flexibility, and adaptability to cultural diversity.
 - High level of initiative and focus.
 - Good interpersonal skills.
 - Resilience (ability to work under pressure).
- **Job Type:** Contractual.
- **Career Level:** Professional.
- **Gender:** Female only.
- **Number of positions:** 01.
- **Job Description:**
 - Identifying the target business & population for program interventions.
 - Facilitate communities to enhance the alternate sources of income.
 - Develop Training Material.
 - Train communities on Business cycle, Marketing, and business skills.
 - Preparation of daily/weekly and monthly work plans and reports, and submission to the District Project Officer.
 - Ensure women's participation, focusing primarily, on all levels of decision making including identification, planning/ designing, implementation, maintenance, monitoring, and evaluating of project activities.
 - Ensuring that communities are actively and inclusively involved in making micro-investment Plans at individual, CO, and village levels for economic self-reliance.
 - Identifying new businesses in the selected union councils of the project area and preparing value chains, Business Plans, and feasibility reports for each business.
 - Will be responsible for completing any other assignment given by Organization management.

03) Agriculture Business Officer:

- **Qualification:** Required Master's degree in Agri-Business / Agriculture or in a relevant field from an HEC-recognized University/Institute.
- **Requirement:** Required minimum of two to three years of working experience with NGOs/INGO/RSP.
- **Work Station:** Position based at SRSO, District Office, Badin.
- **Scope of Work:** He/She will lead the agricultural component of the project as technical lead. The position holder will plan, execute, and ensure quality and timely implementation of the agriculture-related activities under the PAIDAR project.
- **Skills & Competencies:**
 - Computer Literate with a Good command of MS Office.
 - Good understanding of the agriculture sector.
 - Knowledge of Agri-business/ Business Management an added value.
 - Possess excellent interpersonal skills.
 - Good resource and time management skills.
 - Proficiency in reading, writing, and speaking English.
 - Ability to read, write and speak other local languages.
 - Teamwork.

- High level of integrity and personal conduct.
- Sensitivity, flexibility, and adaptability to cultural diversity.
- High level of initiative and focus.
- Good interpersonal skills.
- Resilience (ability to work under pressure).
- **Job Type:** Contractual.
- **Career Level:** Professional.
- **Gender:** Female only.
- **Number of positions:** 01.
- **Job Description:**
 - Introduce the overall program concept, approach, methodology, and Program components to have a long-term vision of the program in Agriculture-related activities.
 - Identification and selection of Small and Medium Enterprises (SMEs), Producers/Farmers, and women entrepreneurs in the agriculture sector.
 - Make a plan of implementation for all the agriculture-related activities of the project.
 - Lead the orientation and awareness programs through the development of rural micro, small, and medium enterprises in Horticulture.
 - Develop specifications/criteria for beneficiaries'/site selection for agriculture-related activities.
 - Develop feasibility of Small and Medium Enterprises in Horticulture.
 - Develop business cases of Farmer Market Collectives in Horticulture.
 - Coordinate with the district agriculture department and finalize technical specifications and implementation strategies of agriculture-related initiatives of the project.
 - Guide the project team and stakeholders on Micro Small and Medium Enterprises in Agriculture.
 - Develop specifications/criteria for beneficiary's selection for agriculture-related activities.
 - Prepare progress/activity reports and submit them to the line manager.
 - Perform any other official task assigned by the Supervisor.

04) Business Development Officer:

- **Qualification:** Required Master's degree in Business Development / Business Management or in a relevant field from an HEC-recognized University/Institute.
- **Requirement:** Required minimum of two to three years of working experience with NGOs/INGO/RSP.
- **Work Station:** Position based at SRSO, District Office, Badin.
- **Scope of Work:** He/she will be responsible for the identification of opportunities for business growth and developing marketing strategies. Frequently reporting to the DPO and providing technical and management support to rural business entrepreneurs on facilitating sustainable livelihood.
- **Skills & Competencies:**
 - Computer Literate with a Good command of MS Office.
 - Good interpersonal and effective communication skills.
 - Fluency in local languages and good writing and presentation skills.
 - Good resource and time management skills.
 - Proficiency in reading, writing, and speaking English.
 - Ability to read, write, and speak other local languages.
 - Teamwork.
 - High level of integrity and personal conduct.
 - Sensitivity, flexibility, and adaptability to cultural diversity.
 - High level of initiative and focus.
 - Good interpersonal skills.
 - Resilience (ability to work under pressure).
- **Job Type:** Contractual.
- **Career Level:** Professional.
- **Gender:** No Preference.
- **Number of positions:** 01.
- **Job Description:**

- Assist in market research plans, development of business plans, and identification of new opportunities.
- Providing training and mentoring of entrepreneurs.
- Developing doable business ideas for entrepreneurs.
- Prepare progress/activity reports and submit them to the line manager.
- Perform any other official task assigned by the Supervisor.

05) Social Organizer:

- **Qualification:** Required Master's / Bachelor's degree in Sociology / Social Work / Community Development or in a relevant field from an HEC-recognized University/Institute.
- **Requirement:** Required minimum of two years of working experience with NGOs/INGO/RSP.
- **Work Station:** Position based at SRSO, District Office, Badin.
- **Scope of Work:** He/she will primary contact person in the target area from the project team. SO will be responsible for the mobilization of the community for the project activities and seek their support and involvement in the project activities. SO will be also responsible for the sharing of clear and proper relevant project information with the communities, establishing Project Committees, selecting Sites, and identifying potential beneficiaries for project activities by actively involving targeted communities. SO will identify and verify beneficiaries with consultation of VO/CO members for Project activities. SO will assist in the facilitation of training.
- **Skills & Competencies:**
 - Good interpersonal and effective communication skills.
 - Fluency in local languages and good writing and presentation skills.
 - Good resource and time management skills.
 - Computer literate, knowledge of MS Word and Excel required.
 - Good written and verbal communication in Sindhi and other local languages.
 - Teamwork.
 - Sensitivity, flexibility, and adaptability to cultural diversity.
 - High level of initiative and focus.
 - Resilience (ability to work under pressure).
- **Job Type:** Contractual.
- **Career Level:** Professional.
- **Gender:** Female only.
- **Number of positions:** 01.
- **Job Description:**
 - Introduce a clear concept of the project and its interventions.
 - Responsible for mobilizing target communities for their involvement in project activities and facilitating the community in preparing business plans.
 - To mobilize Committees for the effective use of the community resources and process of beneficiary's identification and final selection as per agreed criteria in the approved proposal.
 - Identify and verify beneficiaries with consultation of VO/CO members for different Project activities.
 - To maintain proper record keeping of the project activities during the implementation of the project.
 - Interact and close contact with community leaders, volunteers, and activists.
 - To deal with the community as a first contact and provide full support during trainings and sessions for smooth implementation of the project activities
 - To deliver the trainings and sessions in targeted communities and facilitate gender mainstreaming in all the activities at the field level.
 - To participate in project review and planning meetings and sharing learnings/gaps and feedback regularly on project activities.
 - Ensure documentation at the Village and Office level of all activities.
 - Prepare progress/activity reports and submit them to the line manager
 - Perform any other official task assigned by the Supervisor.

06) MIS Assistant:

- **Qualification:** Required Master's / Bachelor's degree in Computer Science or in a relevant field from an HEC-recognized University/Institute. A diploma in Computer or a similar certification will be a plus point.

- **Requirement:** Required minimum of two years of working experience with NGOs/INGO/RSP.
- **Work Station:** Position based at SRSO, District Office, Badin.
- **Scope of Work:** He/she will be responsible for planning, coordinating, and directing all computer-related activities within an organization. MIS Assistant will provide to line manager with the necessary information to make decisions about project activities. The MIS Assistant will gather data from various sources and process it to provide information tailored to the line manager and their staff's needs.
- **Skills & Competencies:**
 - Good interpersonal and effective communication skills.
 - Proficiency with various personal computer software applications.
 - Good resource and time management skills.
 - Computer literate, knowledge of Microsoft Office, and MIS required.
 - Experience working within complex organizational structures.
 - Teamwork.
 - Sensitivity, flexibility, and adaptability to cultural diversity.
 - High level of initiative and focus.
 - Resilience (ability to work under pressure).
- **Job Type:** Contractual.
- **Career Level:** Support.
- **Gender:** No Preference.
- **Number of positions:** 01.
- **Job Description:**
 - Responsible for MIS operations, Manage, maintain , and update the project MIS.
 - Coordinate and assist the project team and other relevant staff members regularly.
 - Data updating on MIS according to the needs of project reporting.
 - Maintain and update database as per changing requirements.
 - Assist with troubleshooting any problems faced by any user of MI.
 - Maintain close liaison with the SRSO IT/MIS section and on overall MIS-related matters.
 - Records data by operating data entry equipment, coding information, and resolving processing problems.
 - Protects the organization's value by keeping information confidential
 - Prepare, compile, and sort documents for data entry
 - Check source documents for accuracy
 - Enter data from source documents into the prescribed computer database, files, and forms
 - Transcribe information into the required electronic format
 - Comply with data integrity and security policies
 - Collect, compile data, maintain MIS, and generate reports as per approved protocols and time framework and share with management and other stakeholders as per organizational policy.
 - Perform any other official task assigned by the Supervisor.

07) Admin & Finance Assistant:

- **Qualification:** Bachelor's degree in Finance, Accounting, Business Administration, or in a relevant field from an HEC-recognized University/Institute.
- **Requirement:** Required minimum of two years of working experience with NGOs/INGO/RSP.
- **Work Station:** Position based at SRSO, District Office, Badin.
- **Scope of Work:** He/she will be responsible for managing administrative and financial tasks effectively. Working closely with the District Project Officer, this role involves ensuring smooth operational support, financial management, and compliance with organizational and donor policies.
- **Skills & Competencies:**
 - Good interpersonal and effective communication skills.
 - Proficiency with various personal computer software applications.
 - Good resource and time management skills.
 - Computer literate, knowledge of Microsoft Office, and MIS required.
 - Experience working within complex organizational structures.

- Teamwork.
- Sensitivity, flexibility, and adaptability to cultural diversity.
- High level of initiative and focus.
- Resilience (ability to work under pressure).
- **Job Type:** Contractual.
- **Career Level:** Support.
- **Gender:** No Preference.
- **Number of positions:** 01.
- **Job Description:**
 - **Financial Management:**
 - Maintain accurate and up-to-date financial records and documentation.
 - Prepare and manage budgets, including monitoring and reporting on expenditures.
 - Ensure submission of monthly financial reports to regional finance.
 - Prepare and submit monthly budget requests to regional finance as per project plan and budget.
 - Prepare analysis for under/overspending.
 - Ensure compliance with financial regulations and standards.
 - Process invoices and manage accounts payable/receivable.
 - Handle petty cash and maintain financial integrity within the office.
 - **Administrative Support:**
 - Provide administrative support to the District Project Officer and team.
 - Organize and maintain project documents and records.
 - Coordinate logistics for meetings, workshops, and other project events.
 - Assist in procurement processes, ensuring adherence to policies.
 - Manage office supplies and equipment, ensuring operational efficiency
 - Perform any other official task assigned by the Supervisor.

SRSO provides equal opportunities to all including physically challenged candidates and marginalized community candidates. No TA/DA will be admissible and only shortlisted candidates will be contacted. The competent authority reserves the right to reject the position. Incorrect, false, or forged information and influence (Sifarish) may result in the cancellation of your candidature at any stage.

ATTENTION: Candidates shall declare while applying for the aforementioned position that he/she was never involved in any Sexual Exploitation Abuse or any Criminal Activity in his/ her career.

Please send your updated CV to the HR department online at the given address latest by July 21, 2024.

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

Manager – Human Resource Department

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