

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 UNICEF-funded Project Community Engagement and Social Mobilization for raising community awareness on health, nutrition, mental health, PSS support, and referral mechanisms for integrated services in 5 flood-affected districts (Larkano, Qamber - Shahdadkot, Khairpur Mir's, Naushehro Feroz, and Dadu) of flood-affected populations of Sindh for the below positions:

01) Health and Nutrition Officer: Preferable Female

- **Qualification:** Bachelor of Medicine, Bachelor of Surgery (MBBS), Master of Public Health (MPH) from Pakistan Medical Commission (PMC) recognized Medical Colleges/Universities/Institutes.
- **Experience:** Candidate must have at least three years of work experience in relevant areas. Working with rural communities will be considered a plus point.
- **Required Skills:** He/She must have good experience in Nutrition, Reproductive Health, and side effects management and have good verbal and written communication, counseling, and report writing skills.
- **Location:** SRSO, Head Office, Sukkur.
- **Travel Required:** Frequent travel and stay required in a respective district (Larkano, Qamber, Khairpur, Naushehro Feoz, and Dadu).

Job Description:

Health and Nutrition Officer for Community Engagement and Social Mobilization for raising community awareness on health, nutrition, mental health, and PSS support and referral mechanisms for integrated services in 5 flood-affected districts of flood-affected populations of Sindh.

- The Health and Nutrition Officer will play the lead role in planning, executing, monitoring, screening, and technical backstopping the health and nutrition activities of the project.
- He/She will train the Social Mobilization team & CRPs on screening of malnutrition children & PLWs and its referral mechanism.
- He/She will ensure the proper referrals to relevant stakeholders, especially the health department and medico-legal cases if any as per need.
- He/She will collect, compile, and prepare reports on the health component of the project.
- Health and nutrition officers shall support and train the staff, and CRPs in conducting MAUC among the children.
- Managing and adjusting for any changes in project scope, schedule, and/or budget
- He/she will be responsible for making extensive field visits.
- He/she will have to organize the medical camps with the help of district health departments or on the direction of donors or requests of the communities if needed.
- Health Nutrition Officer must have an understanding of working with the communities during disaster conditions and will travel to disaster-hit areas.
- Any other task assigned by the Supervisor/Management.

02) MIS/ Data Assistant:

- **Qualification:** Bachelor's Degree or equivalent qualification from HEC recognized University/ Institute.
- **Experience:** Candidate must have at least one year of work experience in MIS and data analysis.
- **Required Skills:** Must have a good typing speed of data punching, troubleshooting, and analytical skills
- **Location:** District Larkano, Naushehro Feroz, and Dadu

Job Description:

Working under the direction of the District Manager/District Project officer, the MIS and Admin Assistant will be responsible for all the Management Information system and administrative records and support to the project staff.

- The MIS Assistant will be responsible for data management which includes a timely collection of records, entering data in the MIS system, verifying the data, and reporting on the UNICEF project.
- Coordinate all field activities with implementing staff.
- Maintain confidentiality and observe data protection guidelines. As the data will be sensitive to protection-related issues and cases of the victim/ survivor.
- Assist in the identification and production of management information and statistics for management at all levels, including the appropriate analysis and compilation of reports as required.
- Assist in the preparation of regularly scheduled reports.
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Order office supplies, submit and reconcile expense reports.
- Produce and distribute correspondence memos, letters, faxes, and forms.
- Any other responsibility assigned by the supervisor.

03) Social Mobilizer: Male and Female

- **Qualification:** Bachelor's Degree or equivalent qualification from HEC recognized University/ Institute
- **Experience:** Candidate must have at least two years experience of Social Mobilization and rural Communities.
- **Required Skills:** Good Communication Skills, Open to Learn, Proactive attitude.
- **Location:** District Khairpur Mir's, Naushehro Feroz, and Dadu.

Job Description:

Community mobilization will be responsible for forming Protection Committees, capacity building of CRP, and awareness raising on health, nutrition, mental health, and child protection.

- Manage and undertake social mobilization on health, nutrition, mental health, and child protection activities in the assigned area through awareness & strengthening of community institutions namely Community Organizations (Cos); Village Organizations VOs; and Local Support Organizations (LSOs), CRP, and Committees.
- Working closely with the communities through the Cos, VOs; and LSOs and facilitating community in capacity-building interventions related to violence, GBV, nutrition, health, and psycho-social support.
- Development/Strengthening of Village, UCs protection committees on child rights.
- Conducting sessions on awareness on child protection issues, nutrition, health, and domestic violence.
- Preparedness of community institutions and mobilize them for cases referral related to child protection, nutrition, and health related to women and children.
- Arrange sessions with the communities/ parents on child protection, child marriages, and health issues related to women and children.
- Facilitate and organize community meetings for visitors and donors.
- Building the Capacity of CRPs on the identification of SAM/MAM children through using MAUC tap.
- Coordinating and implementing of other regular as well as special programs and projects such as Health, nutrition, Mental health, PSS, etc in close coordination with VOs/ LSOs.
- Provide regular reports to the district office on the ongoing programs/ projects in accordance with given formats and time schedules.
- Facilitation of the arrangement of capacity building and training of the COs/VOs and beneficiaries in implementation and optimal utilization of resources provided by the project.
- Any other task assigned by the Management/Supervisor.

SRSO provides the equal opportunities to all male and female including physically challenged, 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 all the positions. Incorrect, false, or forged information and influence (Safarish) may result in the cancellation of your candidature at any stage.

Please send your updated CV to the HR department online at www.sroso.org.pk. (Link for online application is given below), latest by December 11,2022

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

Manager – Human Resource Department

Address: SRSO Head Office- Complex, Near Taj Petrol Pump Shikarpur Road Sukkur.