

CAREER OPPORTUNITIES

Sindh Rural Support Organization (SRSO) is a not-for-profit organization registered under Section 42 of the Companies Act 2017. SRSO requires energetic, well-qualified, and experienced individuals for the following position:

Position	Qualification / Experience	Location
M&E Knowledge Management Officer	Duty Station: Karachi, Sindh, Pakistan No. of Positions: 01 Contract Type: Fixed-Term Contract Duration: Initial one (01) year (July–June), renewable annually based on satisfactory performance and availability of funds, up to a maximum of six (06) years. Remuneration: Competitive salary in Pakistani Rupees (PKR), commensurate with qualifications and experience, along with employment benefits in accordance with SRSO Human Resource policies. Position Summary The M&E & Knowledge Management Officer will be responsible for supporting the development and implementation of an effective Monitoring, Evaluation, Accountability and Learning (MEAL) and Knowledge Management system. The position will ensure systematic collection, verification, analysis, documentation and reporting of project data and results, while facilitating knowledge sharing, learning and evidence-based decision-making. Scope of Work and Key Responsibilities A. Monitoring & Evaluation • Support the development, implementation and periodic review of the project M&E framework, results framework, indicators and monitoring tools. • Monitor project activities against approved work plans, targets, indicators and timelines. • Develop and maintain appropriate data collection, monitoring and reporting tools and formats. • Collect, compile, validate and analyze quantitative and qualitative project data from field and project teams. • Conduct regular data quality assessments and ensure accuracy, completeness, consistency and timeliness of project information. • Maintain an updated database of project indicators, beneficiaries, activities, outputs and outcomes. • Support baseline, midline, endline, beneficiary and other project assessments as required. • Conduct field monitoring visits to verify project activities, outputs and reported results. • Identify implementation gaps, deviations and emerging issues and communicate findings to project management. • Support the preparation of monitoring reports, progress reports and analytical summaries. B. Knowledge Management • Develop and maintain a structured knowledge management system for the project. • Document project achievements, lessons learned, best practices, success stories, case studies and innovations. • Facilitate the collection and dissemination of knowledge and learning generated through project implementation. • Maintain an organized repository of project reports, studies, datasets, photographs, success stories and other knowledge products. • Support the preparation of knowledge products, including factsheets, briefs, presentations, case studies and success stories. • Facilitate knowledge-sharing sessions, learning events, workshops and reflection meetings. • Identify lessons learned and good practices and support their integration into project planning and implementation. • Ensure that relevant project knowledge and evidence are accessible to authorized project stakeholders. C. Reporting & Documentation • Contribute to periodic project progress, donor and management reports. • Prepare M&E dashboards, indicator tracking sheets and analytical reports. • Provide timely and accurate data for FAO, SRSO management and other reporting requirements. • Ensure that project documentation is maintained systematically and in accordance with organizational and project requirements. • Support the preparation of presentations and briefing materials for project review meetings and stakeholder engagements.	SRSO Office, Karachi

D. Data Management & Analysis

- Establish and maintain reliable systems for project data management.
- Perform data cleaning, validation, aggregation and analysis.
- Generate tables, charts, dashboards and other analytical outputs to support decision-making.
- Ensure appropriate confidentiality, security and controlled access to project data.
- Support the use of digital data collection and monitoring tools where applicable.

E. Coordination & Capacity Building

- Coordinate with technical specialists, field teams, district/project offices and relevant stakeholders on M&E and knowledge management activities.
- Provide guidance and technical support to project staff on data collection, reporting and documentation.
- Conduct orientation and capacity-building sessions on M&E tools, indicators, data quality and reporting requirements.
- Participate in project review meetings and contribute evidence-based recommendations for improved implementation.
- Coordinate with relevant FAO and project counterparts on monitoring, reporting, learning and knowledge-management matters.

F. Compliance & Other Duties

- Ensure that M&E activities comply with approved project documents, organizational policies and donor/FAO requirements.
- Support audits, evaluations, reviews and verification exercises by providing required data and documentation.
- Maintain professional relationships with project stakeholders, government departments, partners and other relevant institutions.
- Perform any other duties related to M&E, reporting, learning and knowledge management as assigned by the supervisor.

Deliverables

The M&E Knowledge Management Officer shall deliver:

- Project M&E framework, indicator tracking matrix and monitoring tools developed and maintained in accordance with the approved project results framework.
- Regular and accurate M&E reports, dashboards and performance updates reflecting progress against project indicators, targets and milestones.
- Verified and updated project databases, including beneficiary, activity, output and outcome-level data.
- Periodic data quality assessments and field monitoring reports highlighting achievements, implementation gaps, risks and recommended corrective actions.
- Timely provision of verified M&E data and analytical inputs for FAO/donor progress reports, reviews, evaluations and management decision-making.
- Documentation of project lessons learned, good practices, innovations and implementation experiences.
- Development of knowledge products, including success stories, case studies, factsheets, briefs, presentations and other communication materials as required.
- Periodic learning and reflection sessions conducted with project teams and relevant stakeholders, with documented outcomes and action points.
- A well-organized and up-to-date knowledge management repository containing project reports, datasets, monitoring evidence, photographs, studies and other relevant documentation.
- Baseline, midline, endline and other project assessments supported through appropriate data collection, analysis, documentation and reporting.
- Annual and final M&E and Knowledge Management reports consolidating project performance, results, lessons learned, best practices and recommendations for sustainability and future programming.

Minimum Qualifications

- Master's degree in Monitoring & Evaluation, Development Studies, Social Sciences, Economics, Statistics, Data Science, Project Management, Agriculture, Rural Development, or related discipline from an HEC-recognized institution.
- Minimum 3 years of relevant professional experience in Monitoring & Evaluation, project monitoring, knowledge management, data analysis, reporting, or a related field within development sector organizations or NGOs, preferably in agriculture, food security, or rural development projects.

	• Practical experience in developing and implementing M&E frameworks, indicators, monitoring tools and reporting systems. • Experience in data collection, validation, analysis and preparation of analytical reports. Competencies (Core Competencies) • Analytical Skills & Communication Skills • Monitoring & Evaluation • Reporting & Data Management • Research & Knowledge Management • Problem-Solving • Time Management • Teamwork • Accountability	
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Social Media Policies:

- He/She will not upload any post of project activity, any picture, banner, or draft for the project, SRSO, and donor on any social media platform.
- He/She will not upload any post on social media platforms without the consent of SRSO Management approval.
- He/She will be able to protect all types of data of the project, SRSO, and donors and keep confidential information, such as personal details of project beneficiaries or sensitive operational details, on social media platforms.
- He/She will respect diversity and social media activity if any is done must reflect the project's commitment to diversity and inclusion, and avoid any language or content that may be offensive or discriminatory towards any group of people.
- He/She will rely on the accuracy and fact-checked social media posts. All social media posts should be based on accurate and reliable information. Staff and volunteers should fact-check information before sharing it on social media, especially if it pertains to the project's activities or beneficiaries.
- **Personal views:** He/She will make it clear that their social media activity represents their personal views and not those of the project or its donors/partners. They should not make any comments that could be interpreted as representing the project's official position.
- **Safety and security:** He/She will Social media activity should not compromise the safety and security of project beneficiaries, staff, or partners. Staff will not share any information that could reveal the location of project activities or put individuals at risk.
- **Data protection:** He/She should be aware of data protection regulations and ensure that any personal data of project beneficiaries or partners is handled by these regulations.
- **Branding and messaging:** If post any data or draft/article on social media activity must be aligned with the project's branding and messaging guidelines. He/She will not use the project's logo or branding without authorization and should ensure that any messaging is consistent with the project's values and objectives.

No donor approach: As per organizational communication protocol, candidates/employees are not permitted to directly contact donors for any official matters, nor engage with or tag donors on social media platforms without formal authorization.

Language Skills:

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

Deceleration- Personal History Clarification

Candidates 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.

SRSO provides equal opportunities to all, including candidates with physical disabilities and those from marginalized communities. No TA/DA will be admissible, and only shortlisted candidates will be contacted for the written test and interview. 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 position that he/she was never involved in any Sexual Exploitation Abuse or any Criminal Activity in his/ her career.

To apply online, please log in to the SRSO Job portal by following the link mentioned below by August 26, 2026.

<https://srsso.org.pk/careers>

Manager – Human Resource Department

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