

CAREER OPPORTUNITY

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 position:

Senior Program Officer – MER:

Criteria:

- **Qualification:** Master's degree in Monitoring & Evaluation, Development Studies, Social Sciences, Economics, Statistics, Public Administration, Project Management, Management Sciences, or a relevant field from an HEC-recognized University/Institute. Professional certification or training in Monitoring & Evaluation, Project Management, Data Analysis, or Results-Based Management will be an advantage.
- **Experience:** Minimum 03 years of relevant professional experience in Monitoring & Evaluation, program management, reporting, research, or a related field with NGOs, INGOs, UN agencies, development organizations, donor-funded projects, or other national/international development-sector organizations.
- **Duty Station:** Position based at SRSO, Regional Office, Larkana.
- **Gender:** Both.
- **Knowledge & Skills Required:**

The suitable candidate is required to have expertise in the following:

- Strong knowledge of Monitoring & Evaluation (M&E), Results-Based Management (RBM), and project performance monitoring.
- Good understanding of indicators, targets, logical frameworks and results frameworks.
- Excellent report writing and documentation skills.
- Proficiency in MS Office, particularly MS Excel, Word and PowerPoint.
- Strong data collection, management, analysis and reporting skills.
- Ability to develop monitoring tools, databases, dashboards and performance reports.
- **Core Competencies:**
 - Monitoring & Evaluation
 - Research, Analysis & Data Management
 - Documentation & Communication
 - Coordination & Stakeholder Engagement
 - Teamwork & Leadership
 - Planning & Organization
 - Time Management
 - Accountability & Adaptability
 - Problem-Solving
 - Attention to Detail

Core-Responsibilities:

- Coordinate and undertake monitoring and evaluation of ongoing SRSO projects/programs within the Region.
- Conduct short-term project assessments and research studies.
- Provide technical support and guidance to survey and field teams in conducting success studies, research, impact assessments, surveys, and evaluations.
- Coordinate with the Regional General Manager (RGM) and Senior Manager – MER on special assignments, initiatives, assessments, and project-related activities.
- Ensure compliance with organizational, project, and donor reporting and documentation requirements.

- Strengthen and streamline SRSO progress and process monitoring and reporting through established reporting mechanisms and effective information-flow systems.
- Share project highlights with the Communication Section for social media, newspapers, and the official website (daily/weekly/monthly).
- Facilitate and coordinate Monthly Program Review Meetings and Monthly Sectoral Meetings within the Region.
- Share verified project achievements, highlights, success stories, and relevant information with the Communication Section for dissemination through social media, newspapers, the official website, and other communication platforms on a daily, weekly, or monthly basis, as appropriate.
- Maintain proper documentation of monitoring findings, assessment reports, project achievements, lessons learned, and supporting evidence.
- Perform any additional tasks assigned by the RGM (Larkana Region) and Senior Manager (MER).

Soft Skills required

- **Analytical & Critical Thinking:** Evaluating complex field data, identifying trends, and synthesizing evidence-based insights rather than relying on surface-level numbers.
- **Effective Written Communication:** Expressing monitoring findings, impact stories, and donor reports clearly, concisely, and professionally.
- **Coordination & Stakeholder Engagement:** Collaborating seamlessly across departments—field survey teams, project managers, regional leadership, and the communications department.
- **Team Leadership & Mentorship:** Training, guiding, and supporting field survey staff and data collectors to maintain high data quality and team morale.
- **Problem-Solving & Adaptability:** Resolving unexpected field challenges quickly and adapting monitoring strategies to changing project demands.
- **Time Management & Organization:** Prioritizing multiple project deadlines, field visits, and reporting schedules without sacrificing quality.
- **Attention to Detail:** Ensuring high accuracy in data verification, indicator tracking, logical framework alignment, and documentation.
- **Ethical Integrity & Accountability:** Upholding strict ethical standards, maintaining data transparency, and adhering strictly to zero-tolerance policies regarding harassment and fraud.

Core Productivity & Office Software

- **MS Excel (Advanced):** Data manipulation, Pivot Tables, lookup functions (VLOOKUP/XLOOKUP), data cleaning, data validation, and creating automated tracking templates.
- **MS Word:** Formatting structured donor reports, evaluation briefs, case studies, and field assessment summaries.
- **MS PowerPoint:** Designing visual presentations for Monthly Program Review Meetings, Sectoral Meetings, and stakeholder briefings.

Data Collection & Survey Tools

- **Mobile Data Collection Platforms:** Hands-on experience with digital survey platforms like **KoboToolbox**, **ODK (Open Data Kit)**, or **CommCare** for designing mobile monitoring forms, deploying field surveys, and managing field submission workflows.

Data Analysis & Visualization Tools

- **Statistical Analysis Software:** Familiarity with data analysis tools such as **SPSS**, **STATA**, or **R** for processing research datasets, baseline/endline surveys, and impact assessments.
- **Dashboards & Business Intelligence:** Basic to intermediate knowledge of dashboard tools like **Power BI** or **Tableau** (or Excel Dashboards) to visualize key performance indicators (KPIs) and project progress for management review.

Database Management & Reporting Systems

- **M&E Databases & MIS:** Experience operating enterprise Management Information Systems (MIS) and relational databases (e.g., MS Access, SQL-based portals) to log progress and verify output/outcome indicators.

Communication & Collaboration Tools

- **Cloud & Virtual Collaboration:** Proficiency in Google Workspace / MS 365 (Google Sheets, Docs, OneDrive, SharePoint) and video conferencing tools (Zoom, MS Teams) for real-time reporting and regional team coordination.

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 positions that he/she was never involved in any Sexual Exploitation Abuse or any Criminal Activity in his/ her career.

For applying online, please login to SRSO Job portal by following the mentioned below link latest by August 26, 2026.

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

Manager – Human Resource Department

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