



JOB OPPORTUNITY

Jamshed Akhtar Qureshi Education Trust (JAQET) a non-profit organization is seeking a motivated and experienced individual to serve as a Project Coordinator for a project with Too Young to Wed (TYTW). The project aims to empower vulnerable Afghan and Pakistani girls, prevent child marriage, and enhance the livelihoods of their families.

Position: Project Coordinator

Organization: Jamshed Akhtar Qureshi Education Trust (JAQET)

Location: Islamabad, Pakistan

Type: Full-time, 9-month contract

Application Deadline: 22nd January, 2024

Responsibilities:

1. Lead and coordinate all aspects of the project, ensuring its smooth implementation, adherence to timelines, and achievement of objectives.
2. Collaborate with TYTW, community members, and local partners to facilitate effective communication and build strong relationships.
3. Oversee the project team, including community mobilization, education, livelihoods, counseling, and administration, ensuring effective coordination and collaboration.
4. Implement and enhance the Monitoring and Evaluation framework, conducting regular visits, record-keeping, and analysis of project activities.
5. Prepare and submit project reports in accordance with TYTW guidelines and timelines.

Requirements:

- Master's degree in a relevant field (Social Sciences, Project Management, etc.)
- Minimum 3 years of experience in project management, preferably in education, livelihoods, community development or a related role
- Fluency in Pushto/Dari will be an asset
- Having knowledge of enterprise development will be an advantage
- Experience of working and liaison with donor.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities
- Strong writing skills

To Apply:

Interested candidates are invited to submit their CVs at naveed.musarrat@jaqtrust.org. Please include "Project Coordinator Application" in the subject line.