

Journalists for Democracy and Human Rights (JDHR)- www.jdhr.org is an independent think tank and a pro-people campaigning/policy outreach, capacity building and research organization that strives to set Media's Agenda and to create more Media space for Common People, taking gender as a cross cutting issue. Working since 1998, JDHR was registered in 2004 in Islamabad Pakistan under Social Welfare organizations' law. JDHR is a countrywide network of Media, Social Journalism and Development practitioners and analysts.

The organization Supports poor people's Causes and Amplifies their Voices, Prompts Humanitarian Assistance in Distress, Disaster and Conflict Situations; Sensitizes Media, Journalists and People on Development Discourses, Human Security (disasters- response, risk reduction and preparedness and conflicts- response and resolution), Climate Change, People's centric Governance, democratic norms and Human Rights; Builds Capacity of Media professionals on how to Cover human rights and development issues to maximize people's space in media enabling them to secure their rights.

JDHR is seeking applications for the following positions for a short-term project.

1. **Senior Programme Manager (SPM)**, a short-term position: SPM will work under the administrative supervision of Program Director. The SPM will be responsible for an overall coordination in carrying out all activities under the project. SPM will also coordinate with the district coordinators. Planning, designing, monitoring, evaluation and reporting of project activities are the prime responsibilities of the SPM. SPM will be responsible for effective implementation of the project through timely provision of inputs, effective backstopping, timely and efficient delivery of outputs, and monitoring and evaluation of the project activities in conformity with JDHR policies and project strategies, and in accordance with JDHR programming guidelines, and administrative and financial procedure.

Qualification:

Advanced university degree in media and communication, management and social science with demonstrated expertise in the relevant technical field.

Key Qualifications

- At least 5 years of program/project management.
- Outstanding communication and presentation skills, written and verbal, to all levels of an organization.
- Outstanding documentations skills.
- Naturally accountable and responsible.
- Self-starter, self-motivated, self-directed, self-sufficient.
- Strong facilitation skills (requirements sessions, design meetings, progress and status meetings).
- Strong Influencer and Team Player.

2. **The Senior Mapping, Content and Manual Development consultant** a short-term position: The consultant will conduct the mapping and content analysis and

coordinate in organizing media trainings. He/she will provide technical support to smoothly running of the project and guide the module developer and overall team as desired by the Project Manager.

Qualification: ☐ A Master's degree from a recognized university.

- Relevant Research experience in media studies
- ☐ Fluency in English is required
- ☐ Fluency in the use of Microsoft Word and Excel

3. **Finance Officer**, a short-term position: Finance Officer will be responsible for all financial matters related to the project. The post holder will be responsible for overseeing the expense claim process and financial administration. Finance Officer will maintain financial records and ensure that financial information is accurate and up to date. He/she will make sure that all expenses claim forms submitted for payments are supported by relevant receipts, appropriately coded and reconcile any outstanding items.

Qualifications:

- 5 GCSE Grade C or above including Mathematics and English or equivalent (E)
- Intermediate Level AAT (E)

Experience required:

- Keeping manual and computerised financial records, including Ledger, Cash Book and Bank Reconciliations (E)
- Using database, spreadsheet and accounting software (E)

4. **Admin & Logistic Officer**, a short-term position: Admin & Logistic Officer will be responsible for logistics and administration matters regarding the project. The Officer will be responsible for the day-to-day administrative support functions for the District offices and support JDHR projects, including procurement and logistics support.

Qualification:

Bachelor Degree in Business Administration or relevant major.

Experience required:

- 3 to 5 years

Application Instructions:

For those who are interested in the above-mentioned positions, kindly submit your CV with the cover letter to the jdhrpakistan@gmail.com before 10th December 2016. Please make sure to put the title of the vacancy you are applying to as the subject of

your email, otherwise your application will NOT be considered. Only shortlisted candidates will be contacted within 1 week after the ad is closed.