

Career Opportunity



SACHET-Pakistan Society for the Advancement of Community Health, Education & Training established in May 1999 registered as a Non Profit Voluntarily Organization. SACHET endeavors to promote human development of disadvantaged communities with gender perspectives. The focus of its activities is in the field of Health, Education, Training & Poverty Alleviation. In a short span of only 10 years SACHET has been able to establish itself as a symbol of an organization which is committed to deliver tangible community services.

SACHET-Pakistan is looking for monitoring & Evaluation Officer for its Resource Centre, Head Office Islamabad.

Qualifications & Experience:

Academic: Masters in Social Sciences / MBA

Professional: 3 Years of relevant experience

Job Description:

- Ability to develop scientifically appropriate tools for qualitative & quantitative data collection for surveys, monitoring & evaluation & baseline studies
- Ability to collect, updates, consolidate & interpret the collected data & facilitation for decision making on the basis of interpretation.
- Very strong analytical & communication skills to make best use of information & data pertaining to programme.
- Ability to generate reports both analytical & descriptive for all thematic areas
- Must be able to develop quality assurance frameworks engendering the development work already being implemented
- Must understand the participatory development models, project management, community centered approaches, gender empowerment, participation and social ethics
- Must be able to design research tools & undertake effectively
- Must be able to develop & utilize Logical Frameworks
- Must be aware & capable of national frameworks, international treaties, donors, development workers, codes and demographic and economic status, indicators and progress

Required Skills:

- Ability to manage multiple demands on time & prioritize key tasks.
- Excellent communication skills.
- Creative skills
- Training Skills
- Leadership in Management
- Team player
- Achiever
- Proactive

Note:

- **Please e-mail your CVs at Jobs@sachet.org.pk or post your CV's at SACHET Pakistan, Ground floor, Al-Babar Centre, F-8 Markaz, Islamabad**

Last Date for submission of application: **March 5th 2010**

(SACHET is an equal opportunity employer)