



## Job Description

<b>Job Title:</b>	Finance & HR Officer - Field
<b>Project:</b>	<b>Strengthening Community Resilience and WASH Services in Vulnerable Communities of District Pishin</b>
<b>Department:</b>	Institutional Partnerships Development
<b>Report to:</b>	Project Manager
<b>Location:</b>	District Quetta / Pishin
<b>Budgeted Salary</b>	PKR: 90,000/-
<b>Contract Type &amp; duration:</b>	Contractual/ 10 months
<b>Background</b>	This project, supported by a UN agency, aims to improve access to climate-resilient WASH services and essential community infrastructure in vulnerable communities of District Pishin, Balochistan. Addressing challenges such as water scarcity, poor sanitation, inadequate waste management, and climate-related risks, the intervention adopts a participatory and community-led approach to strengthen resilience, improve public health, and promote sustainable local solutions through Community Action Planning, infrastructure rehabilitation, and hygiene promotion.
<b>Purpose</b>	The Finance and HR Officer is responsible for providing financial, administrative, and human resource support for the implementation of the project. The position ensures effective budget management, financial reporting, payroll administration, procurement compliance, contract management, and record keeping of staff, HR related documentation at district level in close coordination with country office HR and in accordance with donor policy and donor requirements. The incumbent supports the timely processing of project expenditures, maintains accurate financial and personnel records, facilitates recruitment and onboarding processes, and ensures compliance with organizational procedures.
<b>Main Responsibilities</b>	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date financial records for project activities, ensuring compliance with donor financial regulations, donor requirements, and organizational policies.</li> <li>• Prepare monthly, quarterly, and annual financial reports and support the submission of donor financial reports in a timely manner.</li> <li>• Monitor project budgets, track expenditures against budget lines, and conduct budget forecasting and variance analysis to support effective resource utilization.</li> <li>• Process payments for vendors, contractors, consultants, staff, and community-based activities, ensuring proper supporting documentation and approvals.</li> <li>• Ensure all financial transactions are correctly coded, recorded, and filed in accordance with established financial procedures.</li> <li>• Manage petty cash, cash advances, and bank transactions, ensuring regular reconciliations and compliance with internal controls.</li> </ul>



	<ul style="list-style-type: none"> <li>• Support procurement and logistics processes by verifying financial documentation and ensuring payments are processed in accordance with procurement policies.</li> <li>• Maintain records of project assets, inventory, and financial documents for audit and compliance purposes.</li> <li>• Assist internal and external audits by providing required financial records, reports, and supporting documentation.</li> <li>• Ensure financial accountability and transparency in the implementation of WASH interventions, Community Action Plans (CAPs), trainings, workshops, and community mobilization activities.</li> </ul> <p><b>Human Resources Management</b></p> <ol style="list-style-type: none"> <li>1. Support the recruitment and selection process for project staff, consultants, enumerators, and community mobilizers in accordance with donor’s HR policies and procedures.</li> <li>2. Prepare employment contracts, consultancy agreements, amendments, and contract extensions while ensuring timely processing and documentation.</li> <li>3. Maintain accurate and confidential personnel files, employee records, and HR databases.</li> <li>4. Monitor staff attendance, leave records, timesheets, and related HR documentation to support payroll processing.</li> <li>5. Coordinate staff onboarding, orientation, and induction processes for newly recruited personnel.</li> <li>6. Facilitate performance management processes, including performance evaluations, objective setting, and staff development planning.</li> <li>7. Support employee relations by responding to routine HR queries and ensuring compliance with organizational policies and procedures.</li> <li>8. Coordinate staff training, capacity-building initiatives, and professional development activities related to project implementation.</li> <li>9. Ensure compliance with safeguarding, code of conduct, workplace ethics, and organizational HR standards.</li> <li>10. Prepare periodic HR reports and provide administrative support to project management on staffing, workforce planning, and personnel matters.</li> </ol> <p><b>Coordination &amp; Reporting</b></p> <ol style="list-style-type: none"> <li>1. Work closely with the Project Manager, Finance &amp; Program Leads at CO and Regional Office Balochistan to ensure smooth financial and HR operations.</li> <li>2. Liaise directly with donor finance teams on reporting, compliance queries, and approvals.</li> <li>3. Share regular updates on budget utilization, HR status, and financial risks with the Project Manager and CO Finance.</li> <li>4. Support program teams with financial and HR guidance during activity implementation.</li> </ol>
<p><b>Required Qualification,</b></p>	<p><b>Required Qualifications &amp; Experience</b></p>



<p><b>Experience and Skills:</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Finance, Accounting, Business Administration, or related field (Master’s preferred)</li> <li>• Minimum 5 years of relevant work experience in finance or HR, preferably within an INGO or UN-funded infrastructure or relevant project environment in Balochistan.</li> <li>• Strong knowledge of donor financial compliance (preferably FCDO, EU, or UN agencies).</li> <li>• Proficiency in accounting software (QuickBooks, ERP, etc.) and MS Office (Excel, Word, Outlook).</li> <li>• Solid understanding of procurement procedures and market analysis in KP.</li> <li>• Experience in coordinating with multiple stakeholders including donors, CO, and field offices.</li> <li>• Strong interpersonal and communication skills, with fluency in Pashto, dari and other local languages considered an advantage.</li> </ul> <p><b>Key Competencies</b></p> <ul style="list-style-type: none"> <li>• High integrity and ethical standards.</li> <li>• Excellent organizational skills with attention to detail.</li> <li>• Strong problem-solving and analytical abilities.</li> <li>• Ability to work under pressure and meet tight deadlines.</li> <li>• Team-oriented, proactive, and adaptable.</li> </ul>
<p><b>Additional Information (Safeguarding, Inclusion, and Application Requirements)</b></p>	<ul style="list-style-type: none"> <li>• Muslim Hands maintains a zero-tolerance policy towards discrimination and unequal power dynamics and is fully committed to equity, inclusion, and safeguarding (PSEA).</li> <li>• As part of our Safeguarding Policy, all applicants must present a valid CNIC and proof of qualifications/experience at the time of test/interview.</li> <li>• Muslim Hands has a ZERO tolerance policy on prevention of Physical and Sexual Exploitation and Abuse (PSEA), Safeguarding, and child protection/GBV, which is part of MH code of conduct and Ethics.</li> <li>• We are an equal opportunity employer and actively encourage applications from all qualified individuals, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organization</li> <li>• If this role aligns with your skills and values, we encourage you to apply by submitting the required information on online portal , and additionally sharing detailed CV - along with Covering Letter.</li> <li>• Please note that only shortlisted candidates will be contacted.</li> </ul> <p>We reserve the right to close the recruitment process early and make appointments before the closing date.</p>