



Job Description

Job Title	WASH Assistant
Department	MH-WASH Department
Location	Regional Office Lahore
Job Duration	06 Months
Salary Range	PKR. 50,000/- To 60,000/-
Contract Type:	Contract
Main Responsibilities	<ul style="list-style-type: none"> • Report directly to the WASH Coordinator and provide day-to-day support in project activities • Maintain regular telephonic coordination with field teams on a daily basis • Collect field data from teams and ensure its accuracy and completeness • Share required forms, formats, and documents with field staff in a timely manner • Follow up with field teams to ensure timely submission of data, reports, and photographs • Receive and organize hard copies of field forms and maintain proper filing records • Compile data of completed schemes and convert it into structured reports • Enter project data into the relevant online portals and ensure it is updated regularly • Track progress of ongoing schemes based on field inputs and highlight delays or gaps • Maintain both soft and hard documentation of all WASH activities • Support in preparing daily, weekly, and monthly reports for internal use • Ensure proper record keeping of beneficiary information and scheme details • Coordinate with field and reporting teams to ensure smooth information flow. • Any other task assigned by Senior Management.
Required Qualification	<ul style="list-style-type: none"> • Master's or Bachelor's degree in Social Sciences, Environmental Sciences, Public Health, or any relevant field from HEC recognized University. • S/he should have 02 years' experience of working with national or international organizations in the development sector.
Required Experience	<ul style="list-style-type: none"> • Minimum 2 to 3 years of relevant experience in WASH, data management, or project support roles • Experience in handling field data, documentation, and reporting • Good understanding of WASH projects and field coordination mechanisms

	<ul style="list-style-type: none">● Proficiency in MS Office, especially Excel and Word● Experience in data entry on online portals or MIS systems will be an advantage● Strong communication skills for effective coordination with field teams● Ability to manage multiple tasks and meet deadlines● Basic knowledge of documentation, record keeping, and reporting standards● Good understanding of national WASH policies and strategies, programmes and stakeholders in Pakistan.● Experience of working within a multi-disciplinary project team and to liaise with stakeholders.● S/he should possess excellent writing, editing, and speaking skills in both English and Urdu.
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