



## **Muslim Hands Pakistan**

### **Job Description**

<b>Job Title:</b>	Food Security, Livelihood & Emergency Response Officer
<b>Department:</b>	Food Security, Livelihoods & Emergencies
<b>Reports to:</b>	Operational Reporting to Regional Manager & Program Reporting to Manager FSL&E-CO
<b>Location:</b>	Sindh, Based in Karachi
<b>Contract Type:</b>	Annual
<b>Salary Range</b>	80-120K
<b>Objective of position</b>	This position is will technically assist Regional Director/Regional Coordinator in all livelihood & Emergency projects.
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in developing project proposals.</li> <li>• Development of Need assessment, Concept notes, projects reports &amp; case studies.</li> <li>• Work as lead in implementation of all FSL&amp;E projects.</li> <li>• Assist line supervisor in monitoring project activities on a regular basis.</li> <li>• Responsible for implementation and reporting of Muslim Hands seasonal projects i.e. Ramadan, Qurbani, winter emergencies.</li> <li>• Work on archive development documentation, filed reports, pictures and video documentaries.</li> <li>• Prepare need assessment reports of the projects through field visits and coordination with relevant institutes like PDMA/DDMA and district Government.</li> <li>• Responsible for effective project implementation of FSLE (food security, livelihood &amp; emergency) programs under the guidance of line manager and ensure project implementation in accordance with program requirements and in line with Donor regulations.</li> <li>• Field visits when and where required to perform FSLE (food security, livelihood &amp; emergency) project activities.</li> <li>• Any other task assigned by supervisor.</li> </ul>
<b>Required Skills:</b>	<p>Master's in social sciences or equivalent from recognized University with 3-4 years' experience of working in INGO/NGO in similar capacity.</p> <ul style="list-style-type: none"> <li>• Have good report writing skills</li> <li>• Must have understating of donor driven projects</li> </ul>