

Job Vacancy

Charter for Compassion Pakistan (CfC) was launched in February 2011 as a local initiative inspired by the Charter for Compassion International, a global program by a multi-faith, multinational council of thinkers and leaders led by Karen Armstrong, a celebrated author.

Charter for Compassion Pakistan (CfC) aims to create a vibrant, peaceful, and compassionate society through the creation of innovative programs, education, and training on compassionate thought and action. Our programs, tools, and activities allow our Stakeholders and Partners the opportunity to explore the value of collaboration, empathy, and compassion within their own respective entities, and institutionalize these positive changes across all sections of society.

JD for Compassionate Libraries Project:

- Assist in research, design, and development of communication material regarding the Project
- Assist in trainings for different projects
- Assist in developing proposals, communications external/internal, and presentation materials, web layouts for Collaborative Library Project
- Take care of the operations for the project-Collaborative Library Project
- Develop and design a strategy to execute the project-Collaborative Library Project
- Design activity plan for the project
- Maintain the Procurement for the Project • Assist in managing events for the Project.
- Design KPIs and Monitoring and Evaluation documents for the project
- Hire and train the team for operational purposes
- Write Grants/Proposals to generate funds for the project
- Design and execute the marketing strategy for the project
- Write Reports
- Coordinate and facilitate outside services/vendors when necessary.
- Any task assigned by the supervisor
- Weekly report on project performance.

Job Specification:

Relevant educational background, preferably in the fields of Education or Social Science for project.

Experience working in deadline-driven environments.

Able to work well in a team environment, handle multiple assignments and meet deadlines.

Skills

- Confident and Responsible
- Excellent Leadership and Communications Skills

- Quick learner
- Able to work in low income community
- Excellent Research Skills
- Communication and compassionate skills are required
- Proven working experience in the Development sector
- Solid organizational skills including attention to detail and multi-tasking skills

Please send your CV at hr@charterforcompassion.org.pk with the subject Project Associate (CLP).