

## **Job Title: Project Associate**

### **Job Description**

- Coordinate, monitor and implement program activities, conduct trainings, workshops and conferences, site visitations, technical assistance and regular correspondence and follow-up with stakeholders
- Assist in research, design, and development of communication materials for Project
- Execute and maintain operations of Project
- Liaison with the communities through meetings with them on a regular basis to establish effective partnerships for promotion and benefit sharing mechanisms
- Prepare quality documentation and reports by collecting, analyzing and summarizing information and trends
- Coordinate and facilitate outside services/vendors when necessary.
- Assist in managing events for the Project.
- Hire and train the team for operational purposes
- Facilitation of knowledge building and knowledge sharing on Project and evaluation

### **Eligibility Criteria:**

Minimum Bachelors with 1 to 2 years of working experience in similar capacity.

### **How to Apply**

Send your resume at [careers@charterforcompassion.org.pk](mailto:careers@charterforcompassion.org.pk)