



Charter for Compassion Pakistan

Charter for Compassion Pakistan is a cooperative effort to restore not only compassionate thinking but, more importantly, compassionate action to the center of our lives.

Since inception, Charter for Compassion Pakistan has expanded into a myriad of sectors including education, healthcare, women empowerment, sports and organizations through collaboration with the civil society, businesses, city administration and governments.

We are recruiting for the position of Project Manager:

Job description:

- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determine the resources (time, money, equipment, etc.) required to complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required
- Determine the objectives and measures upon which the project will be evaluated at its completion.
- In consultation with the human resource department, recruit, interview and select staff and/or volunteers with appropriate skills for the project activities when needed
- Manage project staff and/or volunteers according to the established policies and practices of the organization
- Ensure that personnel files are properly maintained and kept confidential
- Ensure that all project personnel receive an appropriate orientation to the organization and the project
- Execute the project according to the project plan
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Establish a communication schedule to update appropriate staff in the organization on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards
- Write reports on the project for management and for funders
- Monitor and approve all budgeted project expenditures
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis
- Manage all project funds according to established accounting policies and procedures



- Prepare financial reports and supporting documentation for funders as outlined in funding agreements
- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase

Location CfC Head Office – Karachi (frequent travelling to interior Sindh)

Job Type: Full-time

Incumbent should at least have a bachelor's degree.

Should have 2-3 years of relevant experience.

Please send your CV at hr@charterforcompassion.org.pk clearly mentioning the position in the subject line.

Only relevant candidates will be called.