



Sindh Rural Support Organization

HUMAN RESOURCES

ANNEXURE HR

VACANCY ANNOUNCEMENT

District Program Officer (DPO) REQUIRED

Sindh Rural Support Organization (SRSO)

• Employer	:	Sindh Rural Support Organization (SRSO)
• Position	:	District Program Officer (DPO)
• Employment Type	:	Contractual
• Job Type	:	Full Time
• Work Station	:	Jacobabad and Khairpur
• No. of Positions	:	2 (Two)
• Project	:	Up-Scaling Rural Sanitation Program in Flood Affected Districts
• Posted on	:	Jan 27, 2012
• Last Date for applying	:	Jan 30, 2012

GENERAL

- SRSO is a non profit organization, working in nine districts of northern Sindh with the aim of harnessing the poverty with participatory approach of social mobilization.
- SRSO is equal opportunity employer.
- Women and minority candidates are encouraged to apply.
- The competent authority reserves the right to reject any or all positions.
- Candidate must be tolerant and sensitive to the needs of religious, ethnic, marginal communities, gender, minorities and socio-cultural norms of upper Sindh society.

PURPOSE OF POSITION

The purpose of this position is to manage and guide the project team in implementation of project **“Up-Scaling Rural Sanitation Program in Flood Affected Districts”** and health & hygiene awareness interventions in targeted communities.

JOB SPECIFICATION - Minimum standards for applying for these positions are:

- **Education:** Masters in any discipline.
- **Experience:** At least 3 years of experience preferably with an NGO
- **Computer:** MS Office / latest WINDOWS
- **Skills:** Reporting, team management, social mobilization,
- **Languages** Good English, Sindhi & Urdu are essential
- **Other (if any)** Knowledge of rural sanitation systems, health & Hygiene

JOB DESCRIPTION

- To support the implementation and management of Up-Scaling Rural Sanitation Program in Flood Affected Districts.
- Develop periodical progress reports, donor reports and other related reports in close coordination with project Coordinator.
- Support project staff in social mobilization process.
- Maintain files of the projects and ensuring that all important documents.
- Support Coordinator in developing work plans and carry out regular field visits to the project sites, follow up on implementation plans and provide technical assistance on timely basis.
- Support the project staff and the Coordinator in compiling case studies, develop program communication and visibility materials and supervise all initiatives under the same.
- To support staff in organizing workshops, trainings and other capacity building events under the supervision Coordinator.
- To take lead in organizing donor visits and other necessary liaison.



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- Facilitate interface with Organization Head Office and other field offices.
- Generate timely minutes of all meetings attended. Generate timely reports on all trainings facilitated.
- Maintain confidentiality in all information she gained through access to organizational database, flow of information, or other information source. Any disbursement of information related to Organization, its projects/programs, staffs, or other relevant matters will be legally held against.
- Any other task assigned by the management.