

## **Internal Auditor**

### **TORs.**

- To conduct the internal audit of Sub Recipients according to DOMC guidelines
- To prepare reports for internal audits and follow up visits
- To highlight the weaknesses in the internal control framework of SRs
- To conduct assignments of advisory / consultancy in nature as assigned by supervisor from time to time
- To be able to frequently travel to all provinces of the country where TGF operations are implemented
- To be involved in the internal audit of PR under the supervision of In-charge Internal Audit
- Any other task as assigned by the supervisor

### **Required Qualifications:**

- MBA Finance,
- Chartered Accountant Inter from Institute of Chartered Accountants of Pakistan
- Member Association of Chartered Certified Accountants of United Kingdom

### **Experience**

#### **For CA Inter and ACCA**

- Completion of Article ship from a firm of chartered accountants. Additional marks will be given for Big 4 firms experience.
- Post qualification experience of at least 3 years preferably in development sector.

#### **For MBA Finance**

- At least 15 years of professional experience.

## **Inventory Control Coordinator**

### **TORs.**

- Ensure international and national transportation of freight by land, sea and air is in line with programme budgets and needs; ensure the most cost effective and reliable means of transport is used for the timely delivery of supplies to project sites
- Monitor stock levels and advise on appropriate stocking and replenishment to meet project demands
- Ensure each warehouse is appropriate for use, clean, well maintained and secure
- Stock management procedures are in place including: up to date and accurate stock records , all supporting documents for stock movements are in place; systems for monitoring stock movements and regular physical stock-takes and management checks
- Ensure stock management and administration systems are implemented throughout the programme at warehouse.
- Liaise closely with programmes for distribution planning and coordinate the loading/unloading of stocks in a timely and efficient manner from warehouse to distribution point.

### **QUALIFICATIONS AND EXPERIENCE**

- A graduate degree in business, or related field and 5 years of stock management experience
- Extensive experience in budget, logistics and operations planning
- Significant experience in supply chain management in an emergency environment, including warehouse and stock management.
- Experience in distributions of NFIs, Health and Food items
- Experience of developing and implementing Stock management policies, systems and procedures.
- Experience of building the capacity of warehouse staff through the use of training, performance management frameworks and development plans
- Excellent interpersonal, communication and presentation skills.
- Fluency in written and spoken English.
- Excellent skills on computer operation, especially on Microsoft Excel

## **Inventory Control Officers**

### **TORs.**

- Prepare purchase orders
- Receive, store and issue goods
- Manage stock levels and distribute supplies from stock
- Maintain stock records using manual or computerized systems
- Prepare inventories
- Be responsible for, and check supply invoices against purchase orders
- Prepare reports on adjustments to inventories, spoilt or damaged stock and changes in stock location
- Find sources of supply and obtain quotes from suppliers
- Price incoming goods, estimate the cost of requisitions or value of stock and store articles
- Coordinate purchasing, warehousing and inventory functions
- Get rid of surplus assets and obsolete stock.

### **QUALIFICATIONS AND EXPERIENCE**

- MBA or Master degree in Procurement and Management from recognized University
- 3 Year Experience in any reputable organization
- Well versed with government procedures regarding procurement
- Experience of working with international and national organizations and government agencies
- Strong organizational, interpersonal & communication skills
- Report Writing
- Computer literacy
- Good leadership skills

## **Provincial Logistics Officers.**

### **TORs.**

- Will be responsible for the logistic activities carried out in their respective provinces.
- Will be monitoring the districts
- Will be coordinating with the SRs regional offices
- Will be verifying the PSM data collected from district level
- Will have coordination meetings with the provincial MCPs to avoid any duplication
- Will ensure that no stock out occurs

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- 3 Year Experience in any reputable organization
- Well versed with government procedures regarding procurement
- Experience of working with international and national organizations and government agencies
- Strong organizational, interpersonal & communication skills
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## **Finance Assistant**

### **TORs.**

- Assist Finance Officer in distribution of cash in trainings
- Preparing spreadsheets, vouchers and Journals
- Data Entry in software
- Bank dealing
- Preparing statutory accounts.
- Calculating and checking to make sure payments, amounts and records are correct.
- Managing petty cash transactions.
- Controlling credit and chasing debt.
- Reconciling finance accounts
- Must be able to tolerate background noise as he create, develop and maintain financial spreadsheets

### **QUALIFICATIONS AND EXPERIENCE**

- BBA/B.COM degree in Finance with 2 year of sector experience.
- Excellent interpersonal, communication and presentation skills.
- Excellent accounting skills
- Fluency in written and spoken English
- Excellent skills on computer operation, especially on Microsoft Excel
- Commitment to DOMC values

## **MIS Coordinator**

### **TORs.**

- Provide full support in implementation of user and database driven web interfaces, and application with collection and collation of program data.
- Testing online system in terms of data and functions.
- Responsible for uploading all the backlog data in the online application.
- Timely collection of monthly reports (FM2, FM3) and other M&E/MIS reports from SR/Partners.
- Responsible for data entry, cleaning, as well as provide support in data quality audits and reporting for data completeness, consistency and correctness and system diagnosis to ensure data integrity; and reliability of automated tasks.
- Support in Keep LLIN/IRS database updated.
- Keeping M&E/MIS tracker update and provide timely update to M&E Manager.
- Keep track of Beneficiaries complaint/feedback and provide timely update to M&E Manager.
- Field visit for data verification and data quality audits as and when required.
- Provide support in different excel based adhoc reports.
- Maintain all the M&E hard forms/files received from SR/Partners.
- Provide support to central MIS team in terms of data and system development.
- Perform other tasks as assigned by the supervisor.
- Develop MIS tools and training materials of MIS to train public sectors health managers and SRs staffs.
- Ensure timely and valid analysis of reports from SRs on monthly and quarterly basis.
- Develop information and communication materials about the NFM project (Project briefs, presentations).
- Collaborate and Coordinate with stakeholders on MIS matters [SRs, MEAL officers, Provincial M&E officers].
- Ensure timely receipt of Programmatic data from SRs and transformation into required reporting

### **QUALIFICATIONS AND EXPERIENCE**

- MCS/BS/BCS/BSc Hons (Software Engineering/CS)/ equivalent 16 years education from HEC recognized university with at least 5 year of experience in relevant field.
- Knowledge on SQL Server, ASP.NET with C#.
- Knowledge on Microsoft Office (Excel/Word/Power Point).
- Excellent interpersonal, communication and presentation skills.
- Fluency in written and spoken English is highly desirable.

## **MIS Officer**

### **TORs.**

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## **M&E Officer**

### **TORs.**

- Assist in strengthening of National Monitoring and Evaluation (M&E) Systems in addition to grant specific M&E
- Development of relevant indicators for monitoring the national, provincial and district levels.
- Support appropriate mechanisms for harmonization and effective synergy among key stakeholders.
- To develop and implement a mechanism for data collection and validation.
- To ensure timely and valid reports collection for grant.
- Facilitate and support the collation and utilization of data for policy and strategy formulation /review on Malaria Control activities,
- Facilitate the utilization of data for advocacy and mobilization and strategic allocation of resources.
- Arrange and participate in the joint review monitoring visits by Directorate of Malaria or international partners.
- Any other work assigned by M&E Manager/SPO/ Director – DOMC

### **QUALIFICATIONS AND EXPERIENCE**

- MBBS/MPH/social Sciences from recognized University
- With minimum 3 years public health experience as monitoring and evaluation officer
- 1 year experience in monitoring the Global Fund programs
- Analytical knowledge skills in report writing, data analysis using SPSS or any other data analysis tools/software.
- Must possess the firsthand knowledge of impact evaluation of health projects and well versed with epidemiological investigation, forecasting and early warning.

## **MEAL Officers**

### **TORs.**

- To roll out and manage M&E system as per requirement of GFATM;
- To assist Manger M&E in devising appropriate monitoring and evaluation tools;
- To supervise district based M&E/Data Officers for collection and compilation of field based data;
- To establish, manage and strengthen Accountability to Beneficiaries mechanisms, this also includes capacity building of partner organizations on this theme;
- To carry out regular field monitoring of program interventions and produce monitoring reports on the given format, conduct debrief sessions with relevant program staff and develop an agreed action plan;
- To carry out follow-up monitoring visits to materialize actions agreed in action plan, also maintain 'Monitoring-Action Plan Tracker' at field level;
- To establish and manage Complaint and Feedback Mechanism which facilitate beneficiaries/communities to register complaints and share feedback;
- To assist M&E in carrying out preliminary first inquiry report in case of serious nature of complaints filed by beneficiaries/communities;
- To maintain complaints and feedback tracking database and do follow up on complaints to reach a resolution involving relevant project/program staffs;
- To assist M&E Manager in identifying key compliance/quality questions based on minimum standards and checklists for monitoring program performance;
- To review data bases and data tracking tools in order to maintain data quality for collating reliable and consistent data which meets minimum reporting requirements of GFATM;
- To assist in planning and implementation of baseline surveys, monitoring and evaluation exercises and impact assessments when needed;
- Any other tasks given by line manager.

### **QUALIFICATIONS AND EXPERIENCE**

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## **Admin/ HR Coordinator**

### **TORs.**

- working closely with various departments, increasingly in a consultancy role, assisting managers to understand and implement policies and procedures;
- promoting equality and diversity as part of the culture of the organization;
- liaising with a wide range of people involved in policy areas such as staff performance and health and safety;
- recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates;
- developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- preparing staff handbooks;
- advising on pay and other remuneration issues, including promotion and benefits;
- undertaking regular salary reviews;
- negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions;
- administering payroll and maintaining employee records;
- interpreting and advising on employment law;
- dealing with grievances and implementing disciplinary procedures;
- developing with line managers HR planning strategies which consider immediate and long-term staff requirements;
- planning, and sometimes delivering, training - including inductions for new staff;
- analysing training needs in conjunction with departmental managers.
- Look after the administration and manage the subordinates
- Any other task assigned by Director

### **QUALIFICATIONS AND EXPERIENCE**

- MBA/Business Studies or any relevant Master degree in Human Resource Management.
- At least 5 year experience in Human Resource and Administrative field.
- Experience of working with international and national organizations and government agencies
- Strong organizational, interpersonal & communication skills
- Report Writing
- Computer literacy
- Good leadership skills

## **Program Assistant**

- To assist the PIU in maintaining the SR`s Files
- To assist the Senior Project Manager in analyzing the disease burden in GF Targeted districts
- To maintain the Senior Project Manager files and coordination with SRs and EDOs.
- To assist the Senior Project Manager in analyzing the vector surveillance in FG Targeted districts.
- To prepare the Annual Report

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelors degree in Social Sciences, Administration or relevant field
- At least 2 years of experience including extensive writing reporting and documentation.
- Excellent writing and communication skills. Strong computer and reporting skills.
- Fluency in written and spoken English; knowledge of local dialects is highly desirable.
- Ability work in an insecure environment.