



SINDH INSTITUTE OF OPHTHALMOLOGY & VISUAL SCIENCES (SIOVS), HYDERABAD

@ Eye Hospital Journalist Colony, Hyderabad
Phone: +92-22-9210351-2, +92-22-2106800, Fax: +92-22-2106802
Web: www.siovs.edu.pk E-Mail: info@siovs.edu.pk

PROJECT BASED VACANCY

The Sindh Institute of Ophthalmology & Visual Sciences Hyderabad wanted to hire a full-time Project Coordinator (Contract Basis) for implementing community-based project which is supported by an International N.G.O.

The following staff is required for implementation of the project:

S. No	Name of Position	No. of Posts	Duty Station	Qualification
01	Project Coordinator (Contract basis)	01	@SIOVS HYDERABAD	Relevant qualification, i.e., Masters in Project management or equivalent. Masters in social sciences, Masters in Water Sanitation and Health Sciences, Masters in English. M.Phil. in Social Sciences with expertise in health and management will be preferred.

Important Notes:

- All eligible and interested candidates must forward their resume at this email address: siovshr.communitydepartment@gmail.com and copying to program_officer@siovs.edu.pk.
- Only Shortlisted candidates will be called for interview and written test.
- The Candidates are informed to submit their resumes latest by **6th May, 2023**.
- Canvassing in any manner, will lead to disqualification.
- No TA/DA will be paid for appearing in the written test/Interview.
- The Institute reserves the right to reject the CV/Resume without mentioning reason.
- The Institute reserves the right to increase or decrease the number of Posts.

Regards,


Deputy Director
Ophthalmic Community Services,
SIOVS Hyderabad



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Job Summary:

Project Coordinator (PC) Position is the lead role in the project's implementation. The PC will manage the day-to-day activities of the project and will lead the project team. The PC will be responsible for managing project activities, project budget and also coordinate with external stakeholders for smooth implementation of the project. Project Coordinator will represent the institute/organization in meetings with donor, government officials and other line agencies.

Core Purpose

Implements specific projects, including budget, project design, development, project monitoring and supports program evaluations.

Pre-Requisite. Education, Knowledge & Professional Experience.

Project Management:

- Good knowledge and understanding of inclusive Project Cycle Management (PCM).
- Good understanding of financial management.
- Previous experience of working with people with disabilities is a significant advantage.
- Excellent report writing and demonstrating skills, and actively manage project reports to ensure reports are delivered within time.
- Willingness to travel and work long hours when and where it is necessary.
- To coordinate and ensure timely completion of narrative reports for the donors and for the management of the institute.
- To provide input to the Organization management and Project Management Committee regarding project performance and status.
- To help facilitate project-related meetings, including devising of agendas.
- To document activities and report to communicate project findings and activities.
- Ensure to implement child safeguarding/protection policy and Code of Conduct of Organization.
- To operate within organizational policies and practices.
- To provide technical and management support to the project team.
- Excellent report writing and proposal writing skills.

Required Skills and Qualifications:

- Relevant qualification, i.e., Masters in Project management or equivalent. Masters in Social Sciences, Masters in Water Sanitation and Health Sciences, Masters in English, and M. Phil. in Social Sciences/Management Sciences with expertise in health and management, will be preferred.



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- Good writing and verbal communication skills in English and Urdu knowledge of the Sindhi language is an asset.
- Good knowledge of MS Office and Excel.

Experience:

- At least 3 to 5 years' professional experience on similar position or on equivalent position (especially one year experience in Inclusive Eye Health Care Projects) in planning, managing and evaluating national and international development programs with government, I/NGOs, and other development organizations.
- Experience, and understanding of Community Based Inclusive Eye Care Services.
- Should know all the basics of community mobilization.
- Knowledge of and working with children/persons with disabilities will be an added advantage.

Note: **Person with disabilities, women and minorities are encouraged to apply.**

