



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 (SIOVS) in Hyderabad is currently inviting applications for the position of District Manager/Team Lead in the "Comprehensive Eye Care for Female Agriculture and Garments Factory Workers". This project is being implemented in collaboration with the Fred Hollows Foundation.

The following staff is required for implementation of the project:

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

Important Notes:

1. All eligible and interested candidates must forward their resume at the email address siovshr.communitydepartment@gmail.com and copy them to program_officer@siovs.edu.pk
2. The Candidates are informed to submit their resumes latest by **December 2, 2023**.
3. Only Shortlisted candidates will be called for an interview and written test.
4. Canvassing in any manner will lead to disqualification.
5. No TA/DA will be paid for appearing in the written test/Interview.
6. The candidate must have the domicile of Sindh Province.
7. The Institute reserves the right to increase or decrease the number of seats or cancel the whole advertisement.

Regards,
Deputy Director
Ophthalmic Community Services SIOVS
Hyderabad



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Job Summary:

District Coordinator/Team Lead, position is the lead role in the project's implementation, will manage the day-to-day activities of the project and will lead the project team. S/he will be responsible for managing project activities, project budget and also coordinate with external stakeholders for smooth implementation of the project. S/he will represent organization in meetings with donor, government officials and other line agencies.

Core Purpose

Implements specific programmes or projects, including budget, programme design, development, project monitoring and supports programme 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 with expertise in health and management, will be preferred.
- 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.

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