

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 VACANCIES

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

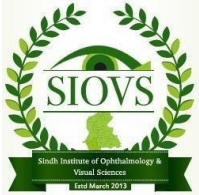
The following staff is required for implementation of the project:

S. No	Name of Position	No. of Posts	Duty Station	Qualification
01	Project Coordinator	01	@SIOVS HYDERABAD	Relevant qualification, i.e., Masters in Project management or equivalent. Masters in social sciences, MBA. 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 **October, 31st 2025**.
- 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.

**Regards,
Deputy Director
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 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.

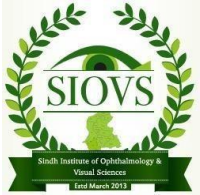
Pre-Requisite. Education, Knowledge & Professional Experience

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

Required Skills and Qualifications:

- Relevant qualification, i.e., Masters in Project management or equivalent. Masters in social sciences, MBA, 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



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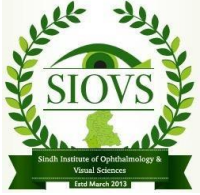
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Experience:

- 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 programmes with government, 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



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PROJECT-BASED VACANCIES

The Sindh Institute of Ophthalmology & Visual Sciences (SIOVS) in Hyderabad is currently inviting applications for the positions of Optometrist at district Jamshoro.

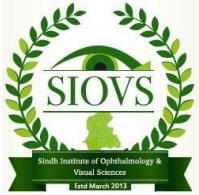
S. No	Name of Position	No. of Posts	Placement	Qualification & Experience
01	Optometrist	02	District: Jamshoro, Sindh Pakistan.	At least a second-class Bachelor's Degree (Four Years) in Optometrist (Vision Sciences) or equivalent qualification in a relevant field from a recognized Institute/University, with Two year of experience in a related field will be preferable.

Important Notes:

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Regards,
Deputy Director
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Job Responsibilities:

- Conduct eye exams using ophthalmic equipment and general diagnostic interpretation.
- Diagnose and treat ocular disease.
- Prescribe, fit, and adjust eyeglasses, contact lenses, and other vision aids.
- Recommend appropriate patient follow-up and care options.
- Answer questions and provide advice to patients regarding vision and optical issues.
- Deliver outstanding patients service through all patient interactions.
- Direct staff and assist in the development of the overall practice.
- Provide pre- and postoperative care to patients undergoing eye surgery—for example, examining a patient's eyes the day after surgery.
- Evaluate patients for the presence of other diseases and conditions, such as diabetes or hypertension, and refer patients to other healthcare providers as needed.
- Promote eye health by counseling patients.
- Submit a case study of a patient who has benefited from the services of the project on monthly basis, and it is essential to include both the pre and post-eye examination images.

Required Skills:

- Applied understanding of general principles of optometry and best practices for the diagnosis and treatment of eye-related disorders and conditions.
- Proficiency with modern eye care techniques and equipment.
- Strong interpersonal skills and ability to relate to patients of diverse backgrounds.
- Excellent listening skills.
- Excellent skill of eye health care services.
- Ability to maintain patient confidentiality.
- General computer proficiency.
- Demonstrated problem-solving skills and multitasking ability.
- The individual should have the ability to compose a case study about a patient and deliver it to their supervisor for submission.
- The individual should possess the ability to effectively communicate in and comprehend the local/regional language.

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PROJECT-BASED VACANCIES

The Sindh Institute of Ophthalmology & Visual Sciences (SIOVS) in Hyderabad is currently inviting applications for the project-based positions of Social Mobilizer (Male/Female) at district Jamshoro.

S. No	Name of Position	No. of Posts	Placement	Qualification & Experience
01	Social Mobilizer (Male/Female)	02	District: Jamshoro , Sindh Pakistan.	<ul style="list-style-type: none">• Education: Master's/Bachelor's degree in related discipline• Experience: Two to four years of experience in the social sector organizations; preferably in international organizations.• Languages: Fluency in the English Urdu and local language.

Important Notes:

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Essential Job Function:

- Prepare activity implementation plan and discuss the required resources to undertake the activity.
- Ensure the community participation the project activities
- Form / re-organize Community Based organizations (CBOs) male/female
- Conduct Village mapping/profiling through different PRA tools (i.e. is BBCMs, Mapping/profile, conflict resolution wealth ranking etc
- Mobilize community and orient project and organization's mandate
- Work with community members to map and prioritize community needs
- Identify and organize appropriate capacity building, and technical resources to support project implementation
- Ensure efficient and effective implementation of Food Security, Livelihoods, Cash transfer and WASH related interventions at community level.
- Write regular weekly, monthly and other reports (as per suggestion and need).
- Facilitation and support in conducting the awareness sessions.
- Mobilize community groups, sensitize and train them on specific topics as required,
- organize and facilitate meetings.
- Follow the Social Mobilization guidelines of organization and implement it at community level.
- Perform other duties as requested by the line supervisor.
- Prepare daily field visit reports after commencing the visit in the field
- Prepare and submit weekly progress report well on time
- Prepare any other reports when required/asked by the supervisor
- Actively participate in staff meetings

This list is not limited; the employee may be required to perform any other task necessary and compatible with its functions.

Skills:

- Respect and promote Organization's values and mandate, and report to the line manager any non-respect of Organization's policies amongst the teams or partners.
- Address needs and requests in a professional way.
- Always interact with children in presence of their parents or caregivers.
- Always respect beneficiaries' confidentiality.
- Report any incident or act that causes harm to beneficiaries or to others.
- Aware of child protection/safeguarding concept.
- Able to establish and maintain effective working relations with people of different cultural backgrounds.
- Strong cross-cultural communication skills.
- Rigorous and polite.



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PROJECT-BASED VACANCIES

The Sindh Institute of Ophthalmology & Visual Sciences (SIOVS) in Hyderabad is currently inviting applications for the project-based Vacancy of Ophthalmic Technician for the district Jamshoro.

S. No	Name of Position	No. of Posts	Placement	Qualification & Experience
01	Ophthalmic Technician	01	District: Jamshoro , Sindh Pakistan.	<ul style="list-style-type: none">• Education: Diploma or Certificate in Ophthalmic Technician (DOT) or relevant qualification.• Experience: Minimum 2–3 years in a reputable eye hospital or vision screening project.• Desirable: Experience in community eye screening and use of advanced ophthalmic diagnostic equipment

Important Notes:

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Essential Job Function:

1. Position Summary:

The Ophthalmic Technician is responsible for assisting ophthalmologists in the delivery of comprehensive eye care services both within the hospital and in community outreach programs. The role involves conducting diagnostic tests, preparing patients for examination, operating ophthalmic instruments, and playing a key role in School Children Eye Screening Programs to detect and prevent visual impairment at an early stage.

2. Key Responsibilities:

- **Clinical & Technical Duties**
 - Conduct preliminary eye examinations including visual acuity, refraction, color vision, and intraocular pressure measurement.
 - Perform diagnostic procedures such as A-scan, B-scan, keratometry, pachymetry, biometry, and visual field testing.
 - Administer dilating or anesthetic eye drops as per doctor's instructions.
 - Assist ophthalmologists during minor procedures and surgeries.
 - Maintain and calibrate ophthalmic diagnostic instruments.
 - Record all patient data accurately in hospital software or manual registers.
- **School Children Eye Screening (Main Role):**
 - Participate in School Eye Screening Programs organized by the hospital or partner organizations.
 - Conduct on-site vision screening, identify refractive errors, and refer children requiring further examination.
 - Maintain accurate screening records and reports for each school.
 - Educate teachers and parents about eye health, spectacle use, and follow-up procedures.
 - Coordinate with the community outreach team to ensure effective coverage and follow-up compliance.
- **Patient Care & Communication:**
 - Prepare patients for examination and provide clear instructions during diagnostic procedures.
 - Educate patients about medication use and postoperative care.
 - Maintain a professional, empathetic, and patient-centered approach at all times.
- **Administrative & Quality Support:**
 - Ensure cleanliness, sterilization, and safety protocols in all clinical areas.
 - Monitor inventory of ophthalmic supplies and report shortages.
 - Support data management and reporting for hospital and project records.
 - Comply with hospital policies, SOPs, and ethical standards.



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3. Qualifications & Experience:

- **Education:** Diploma or Certificate in Ophthalmic Technology (DOT) or equivalent qualification.
- **Experience:** Minimum 2–3 years in a reputable eye hospital or vision screening project.
- **Desirable:** Experience in community eye screening and use of advanced ophthalmic diagnostic equipment.

4. Skills & Competencies:

- Strong knowledge of ophthalmic diagnostic techniques.
- Skilled in organizing and conducting eye screening camps, especially for children.
- Excellent interpersonal and communication skills.
- Detail-oriented with strong record management ability.
- Team player with initiative and adaptability.
- Basic computer skills (MS Office, EMR systems).

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