**Legal Rights Forum (LRF)**, a non-profit non-governmental organization, is implementing a project on Child Protection in Sindh. In order to establish as Child Protection Unit (CPU) in Jacobabad, applications are invited from suitable candidates, fulfilling requirements mentioned below, against each position. All positions are to be based in **Jacobabad**, Sindh-Pakistan.

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<th>Sr#</th>
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<th>Requirements for Position</th>
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</table>
| 1.  | Project Coordinator       | 1     | • Master’s degree in relevant field  
• 5 years’ experience of program/project management  
• 3-4 years’ experience in child protection projects  
• Experience of working with Child Rights organizations  
• Knowledge of related laws at provincial level |
| 2.  | Finance Officer           | 1     | • University Degree in Finance, Accounting  
• 5 year work experience as Finance Officer or similar role  
• Solid knowledge of financial and accounting procedures  
• Excellent analytical and numerical skills  
• Experience using financial software |
| 3.  | M&E Officer               | 1     | • Master’s Degree in Administration, Information Management or other relevant subject  
• 3 to 5 years of Monitoring and Evaluation experience  
• Capacity to produce high-quality briefs and reports in English |
| 4.  | Admin & HR Officer       | 1     | • Post-Graduation in Human Resources, or Social Sciences  
• 3-5 years of experience in HR & Admin  
• A career in non-profit organization will be an asset  
• Good knowledge of computer applications |
| 5.  | Child Protection Officer  | 1     | • Master’s degree in relevant field  
• 3 years’ experience in child protection projects  
• Experience of working with Child Rights organizations |
| 6.  | Social Mobilizer (2 Female & 2 male) | 4     | • Bachelor’s degree from a recognized university / college or Intermediate with sound experience  
• 3-4 years similar experience, preferably in an NGO |
| 7.  | Case Worker (1 male & 1 female) | 2     | • Master’s Degree in Social Work or Psychology  
• 2-3 years’ experience as case worker  
• Must be an active listener and have good writing skills |
| 8.  | Driver                    | 1     | • Matric or equivalent; relevant experience; or knowledge/skills  
• Valid driver’s license and clean driving record  
• Able to work night, weekends, and holidays as needed |
| 9.  | Database Assistant        | 1     | • Graduate with high level of IT literacy  
• 2 years’ relevant experience and knowledge and understanding of database design principles  
• Able to pay high level of attention to detail and accuracy when dealing with data |
| 10. | Office Boy                | 1     | • Matric with 02 years’ similar experience |

Apply with a CV, cover letter and include at least two names of your referees no later than **May 03, 2019** through courier at **31-C, Mezzanine Floor, Old Sunset Boulevard, Phase-II, DHA Karachi** or email at **info@lrfpk.org**, for more details visit **www.lrfpk.org**. Detailed JDs can be obtained through email. Please mention exact **“name of the position”** in the subject line.

Only short listed candidates will be called for an interview in LRF’s Karachi Office, with no TA/DA.  

**LRF encourage women/disable persons to apply.**