



LRF-VACANCY ANNOUNCEMENT

Legal Rights Forum (LRF) is a registered NGO, has been working since 2007. LRF invites applications from energetic, well-qualified, and experienced individuals for the following positions at LRF Head Office in Karachi.

| S.no | Position | Posts | Requirement |
|------|--|-------|--|
| 01 | Program Manager (Female & Male) | 01 | <ul style="list-style-type: none"> • Master's degree in development studies / social sciences or related discipline. • Ensure programs align with the organization's mission and goals. • Develop and maintain relationships with stakeholders, partners, and donors. • 7 Years' Experience will be preferred. • Experience working with UN Agencies, INGOs/NGO. |
| 02 | Program Officer (Female & Male) | 01 | <ul style="list-style-type: none"> • Master's degree in development studies / social sciences or related discipline. • Assist in the development, coordination, and implementation of programs. • Prepare documentation and reports for internal and external use. • 5 years' experience will be preferred. • Experience working with INGOs/NGO organizations. |
| 03 | Assistant Program Officer (Female & Male) | 01 | <ul style="list-style-type: none"> • Graduation or Master's degree in development studies/Social Sciences or related discipline. • 3 years' experience will be preferred. • Experience working with INGOs/NGO organizations. |
| 04 | Senior Finance Manager (Female & Male) | 01 | <ul style="list-style-type: none"> • Master's degree in Finance, Accounting, or Economics Previous work experience in financial administration, including managing financial records and processes. • Minimum of 7 years of experience in finance or accounting, with at least 3 years in a senior management role. • Experience working with UN Agencies, INGOs/NGO organizations. |
| 05 | Finance Officer (Female & Male) | 01 | <ul style="list-style-type: none"> • Bachelor's degree in Finance, Accounting, or related field. • Minimum of 5 years in a finance or accounting role. • Proficiency in financial software. • Experience working with INGOs/NGO organizations. |
| 06 | Finance Assistant (Female & Male) | 01 | <ul style="list-style-type: none"> • Bachelor's degree in Finance, Accounting, or related field. • Minimum of 3 years in a finance or accounting role. • Basic understanding of financial regulations and standards. • Experience working with INGOs/NGO organizations. |
| 07 | HR and Admin Officer (Female & Male) | 02 | <ul style="list-style-type: none"> • Bachelor's or Master degree in Human Resources, Business Administration, or related field. • Proven experience as an HR Officer or similar role. • In-depth knowledge of labor law and HR best practices. • Proficient in Microsoft Office Suite and HRIS systems. • Proven Experience in Admen related work |

To apply for the position, please submit your CV, cover letter, and include at least two names of your referees. The deadline for submissions is **July 2nd, 2024**. You can send your application through courier to the LRF Head Office at 31-C, Mezzanine Floor, Old Sunset Boulevard Phase – II, DHA Karachi, or via email at careers@lrfpk.org. Detailed job descriptions can be obtained through email. Kindly mention the exact name of the position in the subject line of your email.

Note: LRF believes in equal opportunity for all and encourages persons with differently abled and minority candidates to apply.