

Job Profile

Title	Assistant Project Coordinator
Organization	Transparency International Pakistan
Nature of Vacancy	Full-time
Reporting to	Executive Director
Location (city)	Karachi

Job Summary:

Transparency International Pakistan is one of the accredited chapters of Transparency International, based in Karachi. By working across Pakistan, we give voice to the victims and witnesses of corruption and work with the government and citizens to stop abuse of power and strive for a corruption free Pakistan.

The organization is seeking an individual for the position of Assistant Project Coordinator. The position is based in Karachi and the incumbent will undertake the following responsibilities.

Job Responsibilities:

- Assist in organizing workshops/Events
- Assist in Maintaining Database
- Design Advocacy material on relevant laws and regulations
- Assist in research, data analysis and report writing
- Assist in program monitoring and evaluation
- Assist in communication and external engagement

Required Skills and Qualifications:**Qualification and Experience:**

- Bachelors Degree (Candidates with Master's Degree will be preferred) from an accredited university
- 1-2 years of work experience in social development sector, preferably in a position requiring research, writing and communications.

Skills:

- Strong writing, research and analytical skills are essential
- Excellent communication and interpersonal skills
- Proficiency in the use of MS Word and Excel
- Ability to multitask and meet deadlines
- Knowledge of governance related issues in Pakistan with particular interest in anti-corruption and climate change.

Please send CVs to alacpakistan1@transparency.org.pk with job title in subject line by **Sunday 28th July 2024.**