

**Job Profile**

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|-------------------|-------------------------------------|
| Title             | 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 Project Coordinator. The incumbent will undertake the following responsibilities.

**Job Responsibilities:**

- Produce high quality research, surveys, and studies on topics related to governance, anti-corruption including making policy papers and briefs for advocacy
- Conduct workshops targeting youth, women, general citizens and CSOs to improve awareness-raising, and capacity on Good Governance, Social Accountability, Right to Information and anti-corruption
- Conduct capacity building workshops for business sector and public sector organizations on ethics and integrity
- Design Advocacy material on relevant laws and organize awareness-raising campaigns
- Collate information collected through monitoring reports and assist in developing quarterly reports to show progress of the project
- Assist in data analysis and report writing

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

- Master's Degree from an accredited university
- 4-5 years of work experience in social development sector, preferably in a position requiring research, conducting workshops/trainings and working with Civil Society Organizations.

**Skills:**

- Knowledge of Governance issues in Pakistan with particular interest in anti-corruption and integrity.
- Strong writing, research, survey and analytical skills are essential
- Excellent communication and interpersonal skills
- Proficiency in the use of MS Word and Excel
- Ability to multitask and work under stress to meet deadlines
- Willing to travel across Pakistan

Please send CVs to [alacpakistan1@transparency.org.pk](mailto:alacpakistan1@transparency.org.pk) with job title in subject line by Sunday 28<sup>th</sup> July 2024.