

Job Advertisement			
Job Title	Project Coordinator	Project Name	Climate-Smart Livelihoods for Vulnerable Communities
Duty Station	Sukkur, Sindh	Salary	PKR. 180,000/-
JOB PURPOSE			
<p>The Project Coordinator will be responsible for the effective planning, implementation, coordination, and monitoring of the “Climate-Smart Livelihoods for Vulnerable Communities” project in Saleh Pat and Tarai UCs of Taluka Saleh Pat, Sukkur. The position requires leadership in project execution across thematic areas such as climate-smart agriculture, livestock management, kitchen gardening, market linkages, health and nutrition awareness, and capacity building of women and vulnerable groups. The Project Coordinator will ensure community participation, stakeholder collaboration, and timely delivery of results within allocated resources and donor compliance.</p>			
JOB RESPONSIBILITIES			
<p>Project Management & Implementation</p> <ul style="list-style-type: none"> Lead the end-to-end implementation of project activities including agricultural training, seed input distribution, livestock and fodder training, kitchen gardening promotion, and SBCC (Social and Behaviour Change Communication) sessions on health and nutrition. Develop detailed work plans, schedules, and field visit calendars in coordination with technical teams and the MEAL unit. <p>Community Mobilization & Capacity Building</p> <ul style="list-style-type: none"> Mobilize community organizations (COs) to support project implementation and foster community ownership. Ensure inclusion and active participation of women-headed households, PwDs, and marginalized groups. Facilitate training sessions and awareness campaigns with the support of subject-matter specialists and line departments. <p>Coordination & Stakeholder Engagement</p> <ul style="list-style-type: none"> Maintain continuous coordination with key government line departments (Agriculture, Livestock, Health), local government, PDMA, and other NGOs/CSOs in the district. Represent MERF at district-level coordination meetings, planning forums, and stakeholder consultations. Collaborate with Agriculture universities in Sindh, Agriculture and health departments to link beneficiaries with long-term opportunities. <p>Monitoring, Reporting & Documentation</p> <ul style="list-style-type: none"> Ensure high-quality documentation of project progress including beneficiary databases, attendance sheets, photo documentation, field reports, and training evaluations. 			

JOB RESPONSIBILITIES

- Track progress against KPIs and report periodically to the Manager Grants & Compliance and donor partners.
- Contribute to baseline and endline assessments and support MEAL team in evaluating project outcomes.

Compliance, Safeguarding & Risk Mitigation

- Ensure adherence to MERF and donor (Scatec) guidelines and policies, especially related to Do-No-Harm, GBV, safeguarding, and accountability to affected populations.
- Identify risks and propose mitigation measures related to community acceptance, logistics, and implementation timelines.
- Maintain confidentiality and uphold ethical standards across all interactions.

Compliance, Safety & Safeguarding

- Ensure compliance with MERF and donor (Scatec) policies including Do-No-Harm, Gender Inclusion, GBV mitigation, and PSEA.
- Monitor project risks and coordinate with management to implement mitigation measures.
- Support in maintaining MERF's safeguarding protocols across project activities, especially in medical camps and cash/voucher distributions.

REQUIRED QUALIFICATION/ EXPERIENCE/ SKILLS

Essential

- Master's degree in Environmental Science, Climate change, Social Sciences, Development Studies, Agriculture, Livelihoods, or related fields.
- Minimum 5 years' experience in coordinating multi-sectoral development or humanitarian projects, preferably in rural Sindh.
- Demonstrated experience in agriculture-based livelihoods, community development, and stakeholder coordination.
- Familiarity with climate-smart agriculture, livestock management, and cash/voucher assistance programs is an asset.
- Strong understanding of gender-sensitive programming and inclusion of PwDs.

Desirable

- Prior experience working in climate-smart agriculture or sustainable livelihoods programs.
- Knowledge of local cultural norms and community dynamics in Sukkur district.
- Understanding of MERF's core sectors and approaches to community engagement.

Skills and Competencies:

- Excellent project management and coordination skills.
- Strong written and verbal communication skills in English, Urdu, and Sindhi.
- Proficiency in Microsoft Office and reporting tools.
- Leadership and team management skills with ability to work under pressure.
- Ability to work independently and in remote/field locations.

Declaration:

- Our organization has a zero-tolerance policy on conduct that is incompatible with the aims and objectives, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. It also adheres to strict child-safeguarding principles.
- All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks.
- Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

To apply by COB 30th June 2025:

<https://www.rozee.pk/job/detail/1625180>