



UNIVERSITY OF AGRICULTURE FAISALABAD

CAREER DEVELOPMENT CENTER

No. _____ / DFAUA

Dated: _____

JOBS AT AKHUWAT FOUNDATION

Akhuwat, a well known foundation in Pakistan, is currently looking for Monitoring officer in Faisalabad.

Job Title: Monitoring Officer

Job Description: This position exists for the purpose of monitoring (performance & processes) Public Schools Support Program (PSSP) to facilitate informed decision making of / by the senior management leading to achievement of organizational targets in a timely and cost effective manner. The key deliverables for this position are:

- Develop monitoring tools for desk and field monitoring.
- Frequent field visits to carry out process monitoring based on minimum standards and of quality education indicators.
- Verifications of students and teachers record through students information system (SIS) and Teacher Information System (TIS) by carrying out school visits.
- Conduct different assessments surveys on project implemented activities using agreed tools to ensure the data collection.
- Compilation of data collected in form of reports and submits according to specific standards and requirements.
- Issuance of monitoring reports indicating monthly progress / ranking of schools/ districts.
- Data management, record keeping / updating.
- Any other task assigned by the supervisor.

Educational Qualification: Master in **Social Sciences or Education**.

Experience: At least 2 years of experience in similar projects, especially in field of Education.

All interested candidates may send their CVs at following email id no later than February 08, 2017.

For further information you can visit DFA&UA.

Mehnaz Gul,

Career Development Center (CDC),

Directorate of Financial Assistance & University Advancement,

University of Agriculture, Faisalabad.

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Director Financial Assistance &
University Advancement.

Endst. No.

Dated.

Cc:

1. Dean Faculty of Social Sciences,
2. Chairman to department of Social Science,
3. PO (IT) to upload information on university website,
4. Senior Tutor Office,
5. Hall Wardens & Head of Library,
6. Principal Officer PRP for publishing on the UAF Website and Campus Newsletter,
7. P.A to Registrar,
8. Secretary to the Vice Chancellor.

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