

Programme Officer

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Company: Pakistan Centre for Philanthropy

Location: Islamabad

Category: other-general

As part of the Head Office team, working under the supervision of the KMT Managing Trustee, the Programme Officer will be responsible for:

Preparation of proposals, presentations, and documentation for donors;

Organization of various fundraising events for the Trust.

Communication: With donors and child sponsors;

With job applicants;

Between the School and the KMT Head Office.

Preparation of reports for donors, government agencies, and the Trustees, as required.

Procurement and supply of resources and furnishings for the School.

Any other Trust-related tasks that may be assigned. Applicants will need to have at least a Bachelor's degree, one year of relevant work experience, strong communication skills, and, most importantly, excellent English writing and speaking skills. An English writing test will be taken from any candidates who are shortlisted for interviews. Experience in writing donor proposals and grant requests will be considered a strong asset in the selection process.

It is essential that candidates have a firm sense of commitment to the Trust's objectives and are willing to commit to work for KMT for at least one full year. This is a non-negotiable requirement for this position. Applicants must also be team players who are willing to follow instructions from supervisors and team leaders, and who can also lead independently when needed.

Relevant Experience: For the position of Project Manager, A graduate deg....#J-18808-Ljbffr

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