

Programme Officer

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Company: The Kaghan Memorial Trust

Location: Islamabad

Category: other-general

Programme Officer

The Kaghan Memorial Trust, PakistanKMT is currently in the process of recruiting a Programme Officer for its Head Office in Bani Gala, Islamabad. As part of the Head Office team, working under the supervision of the KMT Managing Trustee, the Programme Officer will be responsible for:

1. Fundraising:
 - a. Preparation of proposals, presentations and documentation for donors;
 - b. Organisation of various fundraising events for the Trust.
2. Communication:
 - a. With donors and child sponsors;
 - b. With job applicants;
 - c. Between the school and the KMT Head Office.
3. Any other Trust-related tasks that may be assigned from time to time.

Job Specification Applicants will need to have a Master's degree, two years of relevant work experience, strong communication skills and, most importantly, excellent English writing and speaking skills.

Experience of writing donor proposals and grant requests will be considered a strong asset in the selection process.

It is essential that the candidate has a firm sense of commitment to the Trust's objectives and is willing to work for KMT for at least one full year.

The applicant must also be a team player who is willing to follow instructions from supervisors and team leaders, and who can also lead independently when needed.

All applicants should send a cover letter and CV to the Managing Trustee of the Kaghan

Memorial Trust.

The closing date for applications is the 31st of January 2016. Only short-listed candidates will be contacted; please do not call us directly to ask about the status of your application.

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