

VACANCY ANNOUNCEMENT

SAP-PK is a Pakistani development organization working for the uplift of the poor and marginalized communities of Pakistan. It seeks the following qualified and experienced individual for the **Supporting Women Economic Empowerment Program (SWEEP)** Project in **District Rajanpur** of **Punjab**, Pakistan.

Position: District Coordinator

Location: District Rajanpur

Major Roles and Responsibilities:

- Develop monthly work-plans and submit to Regional Manager / Head of Programmes.
- Ensure effective community mobilization and inclusion of women and youth members in community groups/clusters at village level.
- Ensure implementation of district level plans without compromising defined processes, strategies, and quality.
- Oversee training coordination, market-linkage initiatives, and distribution of project support kits.
- Develop and submit event, training, and periodic progress reports to management and donor requirements.
- Effective coordination and communication with district administration, technical institutes, local stakeholders, and forums.
- Submit financial and event reports on time as per agreed schedule.
- Facilitate internal and external monitors through providing logistic arrangement, timely coordination, and effective communication.

Job Specification:

- **Qualification:** Bachelor in Social Sciences (or related field).
- **Experience:** Minimum 3 years relevant experience in community development or livelihoods projects.
- **Skills:**
 - Candidates from local district will be preferred;
 - Mobilization and advocacy skills;
 - Report writing;
 - Written and communication skills (Urdu/Saraiki and English);
 - Ability to travel as required;
 - MS-Office;
 - Others (Self-driven, results-oriented, planner, mature, reliable, tolerant, determined, empathic, flexible, accountable, and team-player).

SAP-PK is an equal opportunity employer. Women, minorities, third gender, and differently able persons are encouraged to apply. Only short-listed candidates will be called for test and interview. No TA/DA will be admissible.

Candidates meeting the above job requirements should send their latest CV with a covering letter clearly explaining their interest and addressing the key competencies for the post to **hrd@sappk.org** positively by **August 24, 2026**.

Note: The position may be filled before the closing date if suitable candidates are found.