

Assistant Programme Officer

Qatar Charity

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Assistant Programme Officer

Assistant Programme Officer	Total Positions:	Experience: Years
	Gender: Male	Travel Required: Not Specified
	Min Education: Not Specified	Job Shift:
	Career Level:	Salary Range: PKR/Month
Category/Industry: Non-Profit And Social Service		Max Age Limit: Not Specified
Posted on: 12 August 2014		Expiry Date: 11 January 2015
Job Type: fulltime		

Job Description:

- University Degree in Social Sciences preferably in Sociology, Psychology, Anthropology or any other related discipline
- At least 2 years proven work experience in the field of Social / Child Protection
- Excellent organizing and coordination skills
- High level initiative.
- Excellent communication/ Interpersonal skills and a positive attitude to teamwork
- Ability to attend to multiple tasks and perform at times under pressure
- Computer skills (MS Word, Excel Database etc) plus excellent writing skills
- Ability and proven proficiency in English and Urdu. For duty station at KPK. Pashto is a must
- Ability and willingness to extensive travel to project areas when and as as required.
- Responsible, Adaptable & Flexible
- Good planning & prioritizing skills.

Required Skills:

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