

**Job Details:**

Job Title: Field Coordinator

Location: Umerkot, Sindh

Type of Employment: Full-time

Contract: 1 year (extendable)

Roles & Responsibilities:

- Conduct mobilization meetings with the community to raise awareness about the project objectives
- Ensure formation of UC and district level groups.
- Assist in developing activity plans and requisition.
- Assist in overall coordination with different functional departments at head office for need based communication
- Ensure regular meetings of UC, Taluka and District level community groups
- Ensure technical assistance to community groups to understand the laws and protection mechanisms available at the local and provincial level.
- Facilitate community and stakeholder orientation meetings to encourage discussions for strengthening and/or formation of Community Peace Groups (CPGs) at UC level and District Peace Advisory Committee at district level.
- Help the CPGs in designing and implementation of awareness raising campaigns.
- Collecting success stories and case studies from the ground with support of M&E.
- Support in developing weekly, monthly and quarterly progress reports
- Develop weekly and monthly work plans.
- Conduct lobbying meetings with stakeholders for activation of different public forums and/or departments at district level.
- Organize training workshops for capacity building of CPGs, DPAC, faith actors, media, lawyers and other stakeholders.
- Understand and comply with organizational policies and procedures
- Any other task assigned by the supervisor

Required Qualifications:

- Bachelor's degree in Social Sciences, development studies, or a related field.
- At least 05 year's field experience in the non-profit sector particularly in peace building programmes

- Preferable expertise in community mobilization and field coordination
- Demonstrated proficiency in report writing and database management
- Excellent written and verbal communication skills in English, Urdu, and Sindhi.
- Strong skills to handle multiple tasks and meet deadlines.
- Self-driven and proactive, demonstrating a strong capacity to take initiative.

How to Apply:

Interested candidates should submit their CV along with a cover letter to hr@cssp.org.pk by or before **2nd May, 2025**. CSSP is an equal opportunity employer and encourages applications from women, minorities, and persons with disabilities.