

Job Title: Youth & Volunteer Officer	
Location:	District Branch Sindh
Total Positions:	01

Position Objectives:	
<ul style="list-style-type: none"> To strengthen & support the Department for the induction and registration of volunteers 	
S. No	<u>Specific Duties, Responsibilities, and Accountabilities:</u>
1	Overseeing the whole project planning, implementation, monitoring, and evaluation.
2	Planning, mobilizing, recruitment, training, and organization of volunteers and youth groups in the light of the objectives of youth and volunteer policy.
3	Ensuring regular coordination with all the stakeholders and line departments to build strong relationships for better execution of Youth and volunteering and other activities.
4	Drafting regular weekly, monthly, and quarterly narrative reports along with timely financial reporting of the program to the hierarchy .
5	Planning and budgeting of annual activities for youth and volunteers SDGs program in coordination.
6	Field visits to school. Colleges, universities, and other Youth places for orientation with the RCRC movement and establishment of Youth and Volunteer Clubs at the Provincial, District, and Community levels.
7	Organize trainings, events, and day celebrations in collaboration with all departments and with relevant stakeholders in support of concerned staff.
8	Overseeing the whole project planning, implementation, monitoring, and evaluation.
9	Planning, mobilizing, recruiting, training, and organization of volunteers and youth groups in the light of the objectives and policy.
	Education.
	Master's Degree in Social Sciences from recognized Institution.
	Experience.
	1/2 years experience in the relevant field.
	Skills / Knowledge.
	<ul style="list-style-type: none"> Excellent verbal communication and presentation skills Proficiency with Microsoft Office (Excel, PowerPoint, Word) Report writing
	Maximum age limit up to 40 years.
	Travelling as per requirement.