



## Muslim Charity – Helping The Needy

<b>Job Title:</b>	Project / Program Officer Graduate Internship	<b>Job Category:</b>	
<b>Department/Group:</b>	International Program Development	<b>Job Code/Req#:</b>	MC20102
<b>Location:</b>	Head Office: Retford	<b>Travel Required:</b>	Advantage but not must
<b>Level/Salary Range:</b>	£14,000 - £18,000	<b>Position Type:</b>	Full Time
<b>Reporting to:</b>	Program Manager	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>	<a href="http://www.muslimcharity.org.uk">www.muslimcharity.org.uk</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> 01777 703 028 or <a href="mailto:info@muslimcharity.org.uk">info@muslimcharity.org.uk</a> Subject Line: <b>Attention:</b> HR Department RE: MC20102		<b>Mail:</b> HR Manager Muslim Charity - Helping The Needy Eaton Hall Retford Nottinghamshire DN22 0PR	
<b>Job Description</b>			
<p>Muslim Charity is a humanitarian and development organization dedicated to overcome poverty and injustice. It is an independent NGO based in the UK. Motivated by faith, it serves all people regardless of religion, race, ethnicity or gender.</p> <p><b>Job Purpose:</b></p> <p>Accomplishment of project/program objectives by assisting the Program Manager in planning, delivering, monitoring and evaluating project activities around the world.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• To understand and deliver all types of multi faceted projects/programs at different locations.</li> <li>• To communicate with regional offices and project delivery partners around the world.</li> <li>• To coordinate projects/programs, review projects/programs and assist in project/program budgets.</li> <li>• To coordinate monitoring and evaluation of projects/programs.</li> <li>• To coordinate the management and preparation of project/program records, reports and any associated paperwork.</li> <li>• To enforce project delivery and evaluation by the set policies and procedures to the regional offices and delivery partners around the world.</li> <li>• To achieve operational objectives by contributing information and recommendations to strategic plans and reviews.</li> </ul>			



## Muslim Charity – Helping The Needy

- To update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations.
- To enhance departmental and organizational reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.

### **Skills/Qualifications:**

*The candidate must be educated to graduate level, experience in operating within a managerial or assistance position will be advantageous and have the ability to work under pressure of tight deadlines and have the ability to manage change. The candidate must be computer literate and can use internet, emails and Ms Office.*

*Fluent in English and Urdu Language is important; other languages like Punjabi, Bengali, Somali, Swahili and Arabic will be an advantage.*

*A Disclosure from the Criminal Records Bureau (CRB) will be required for this post.*

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	