



Job Posting Guide

Step 1:

Open Web Browser and type www.pakdevjobs.com in URL

1. Click on login button.
2. In Email field, type your Registered Email Address.
3. In Password field, type your Password.
4. Click on Sign in button to sign in.

Note: In case you are not already registered, follow **Organizational Profile Creation Guide**

The screenshot shows the website's header with the logo on the left and navigation links on the right: Opportunities, Events, Discussion Forum, and Contact. A 'Login' link is in the top right corner. A red box with the text '1: Click Here to Login' has an arrow pointing to the 'Login' link.

Below the header is a dark grey bar with the text 'Sign in / Registration' on the left and 'Home Sign in - Registration' on the right. A note below this bar reads: 'Note : If you face any problem please write us on Support@pakdevjobs.com'.

The main content area is divided into two sections: 'EXISTING MEMBERS' and 'NEW MEMBER'.
In the 'EXISTING MEMBERS' section, there is a 'Sign in to your account' form with an email field containing 'dummy@pakdevjobs.com' and a password field with masked characters. A red box with '2: Type your Registered Email Address' has an arrow pointing to the email field. Another red box with '3: Type your Password' has an arrow pointing to the password field. A 'Sign in' button is at the bottom left of the form, with a red box containing '4: Click to Sign in' and an arrow pointing to it. A 'Forgot Password?' link is also present.
The 'NEW MEMBER' section has a 'Please enter the following fields to get register.' form with fields for 'name@email.co.in', 'Password', and a dropdown menu set to 'Individual'. A 'Register' button is at the bottom of this form.

The footer contains the copyright notice: '© Copyright 2016 | All Rights Reserved | Powered by HRDN' and social media icons for Facebook, Twitter, and LinkedIn.

Step 2:

1. In **Job Category** field, select Job Category from drop down list.
2. In **Title** field, type your Job Title.
3. In **Employer** field, select name of your organization from existing available names or type new .
4. In **Required Years of Experience**,type Required Years of Experience to fulfill this job criteria.
5. In **Last Date field**, Select Last Date to apply for this job.
6. In **URL** field, type your organization website URL.
7. In **Secret Identity** field - Select **YES**, incase you don't want to disclose name of your organization.
Note: In confidential job, your organization details will not be displayed in job description.
8. In **Country** field, select country of this job from drop down list.
9. In **Duty Station** field, select Duty Station of this job from drop down list.
10. Attach your file (.doc, .docx,.pdf) .

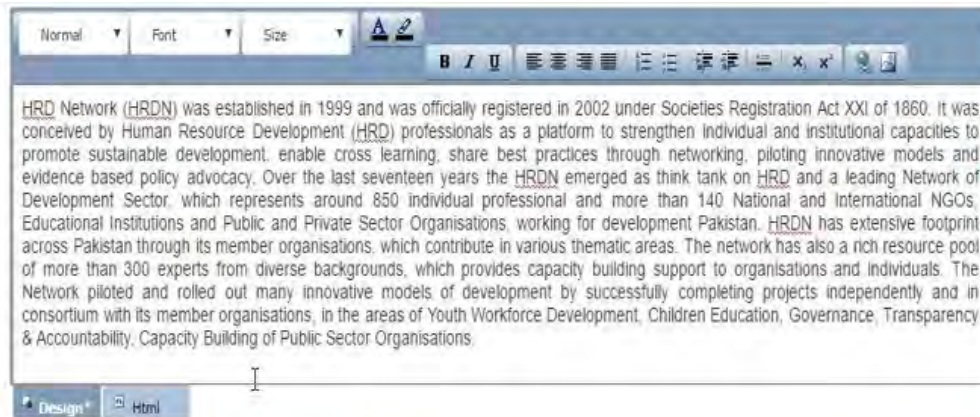
The screenshot shows a web form titled "JOB DETAIL" with a navigation bar containing "Home" and "Job Posting". The form is divided into two main sections: "JOB DETAILS" on the left and a list of fields on the right. Each field is annotated with a red box and a number, corresponding to the steps in the previous list. The fields and their values are: Job Category (Job), Title (Dummy Job Title), Employer (HRD Network), Required Years of Experience (5), Last Date (02/09/2017), URL (www.pakdevjobs.com), Secret Identity Job (No), Country (Pakistan), Duty Station (Islamabad), and Attachment(s) (Choose Files Dummy JD.pdf). A "Add another job URL" button is also visible below the URL field.

| Field | Value | Annotation |
|------------------------------|---------------------------|---|
| Job Category | Job | 1: Select Job Category from Drop Down List |
| Title | Dummy Job Title | 2: Type Your Job Title |
| Employer | HRD Network | 3: Select name of your organization from existing available names or type new |
| Required Years of Experience | 5 | 4: Type Required Years of Experience |
| Last Date | 02/09/2017 | 5: Select Last Date to Apply for this job |
| URL | www.pakdevjobs.com | 6: Type Your Organization Web Site URL |
| Secret Identity Job | No | 7: If you want CONFIDENTIAL job, Select YES from Drop Down List |
| Country | Pakistan | 8: Select Country of Job |
| Duty Station | Islamabad | 9: Select Duty Station of Job |
| Attachment(s) | Choose Files Dummy JD.pdf | 10: Attach File About Job |

Step 3:

1. In **Background** field, type Job Background in detail.
2. In **Duty and Responsibilities** field, type Duties and Responsibilities in detail for this job post.

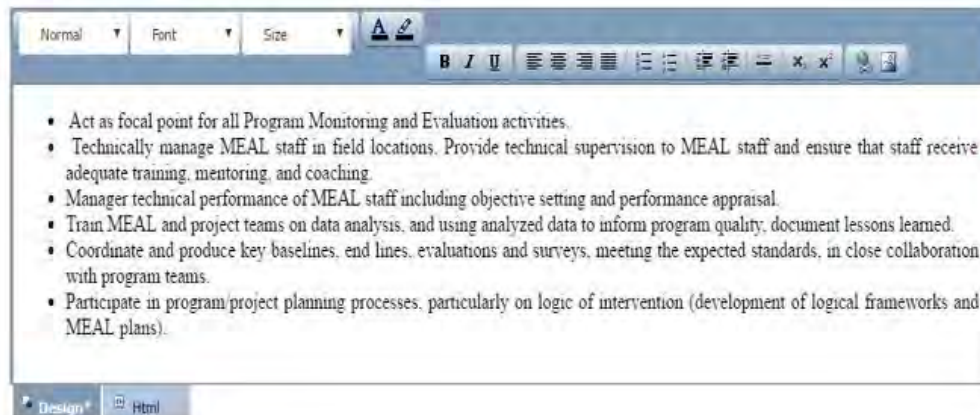
Background



HRD Network (HRDN) was established in 1999 and was officially registered in 2002 under Societies Registration Act XXI of 1860. It was conceived by Human Resource Development (HRD) professionals as a platform to strengthen individual and institutional capacities to promote sustainable development, enable cross learning, share best practices through networking, piloting innovative models and evidence based policy advocacy. Over the last seventeen years the HRDN emerged as think tank on HRD and a leading Network of Development Sector, which represents around 850 individual professional and more than 140 National and International NGOs, Educational Institutions and Public and Private Sector Organisations, working for development Pakistan. HRDN has extensive footprint across Pakistan through its member organisations, which contribute in various thematic areas. The network has also a rich resource pool of more than 300 experts from diverse backgrounds, which provides capacity building support to organisations and individuals. The Network piloted and rolled out many innovative models of development by successfully completing projects independently and in consortium with its member organisations, in the areas of Youth Workforce Development, Children Education, Governance, Transparency & Accountability, Capacity Building of Public Sector Organisations

1: Type Job Background

Duties and Responsibilities



- Act as focal point for all Program Monitoring and Evaluation activities.
- Technically manage MEAL staff in field locations. Provide technical supervision to MEAL staff and ensure that staff receive adequate training, mentoring, and coaching.
- Manager technical performance of MEAL staff including objective setting and performance appraisal.
- Train MEAL and project teams on data analysis, and using analyzed data to inform program quality, document lessons learned.
- Coordinate and produce key baselines, end lines, evaluations and surveys, meeting the expected standards, in close collaboration with program teams.
- Participate in program/project planning processes, particularly on logic of intervention (development of logical frameworks and MEAL plans).

2: Type Duties and Responsibilities

Step 4:

1. In **Competencies** field, type required competencies for a candidate.
2. In **Required Skills and Experience** field, type Required Skills and Experience for a candidate to fulfill job selection criteria.
3. In **Special Statement** field, type Special Statement.
4. After filling Job Posting form, click **Submit Job** button to submit job.

The screenshot shows a web form for job posting with the following sections and content:

- Competencies:** A rich text editor containing a bulleted list: Judgement and Decision Making, Managing Resource, Planning and Organizing, and Political Awareness. A red callout box labeled "1: Type Competencies" points to this field.
- Required Skills and Experience:** A rich text editor containing a bulleted list: Bachelors Degree, preferably in Accounting / Finance / Commerce / Business Administration; Minimum of five years work experience in financial management, accounting and budgeting; good knowledge of accounting system. Field experience in a post conflict environment. Familiarity with financial oversight and public administration; Good communication skills. Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking. Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds; Knowledge of SAP will be an asset. A red callout box labeled "2: Type Required Skills and Experience for candidate to fulfill job selection criteria" points to this field.
- Special Statement:** A text input field containing the text "Send your CV's on dummy@pakdevjobs.com". A red callout box labeled "3: Type Special Statement" points to this field.
- Submit Job:** A button at the bottom right. A red callout box labeled "4: After filling form, Click here to submit job" points to this button.

Note:

After Submitting job, job will go for approval from admin then after approval it will show in latest opportunities.