

## Vacancy Re-Announcement No.2010/02/105

Date: Feb / 16 / 2010

### A. GENERAL SUMMARY

The Afghan Civil Society Forum (ACSF) started at the outset of 2002, and offers representatives of Afghan civil society a platform for exchange of information and opinion on topics relevant to civil society. ACSF comprises a network of a wide range of actors and seeks to facilitate the coordination and cooperation of their activities. ACSF aims at promoting civil society forces in Afghanistan and to involve them in the economic and political process of reconstruction.

**The Initiative to Promote Afghan Civil Society (I-PACS)** is a project of Counterpart International that is being funded by United States Agency for international Development (USAID) and implemented in partnership with ACSF. For the purpose of development and support of the civil society, providing a broad range of resources and training to civil society Organizations (CCOs), and NGOs (non-government organizations) active in all regions of Afghanistan is one of the main Objectives of this project.

<b>Post Title:</b>	<b>I-PACS Manager</b>
<b>Duration:</b>	<b>3months Probationary –Extendable to fixed-term</b>
<b>Number of Position:</b>	<b>One (1)</b>
<b>Duty Station:</b>	<b>Kabul with travels around the country</b>
<b>Salary:</b>	<b>According to ACSF Salary Scale</b>
<b>Deadline for application:</b>	<b>March 16,2010</b>
<b>Reporting to:</b>	<b>Program Manager</b>

### Scope of Work:

Under the direct supervision of the Program Manager, the I-PACS Manager is responsible for all matters related to the I-PACS section of ACSF. She/he will manage and execute her/his activities with the Heads of other sections of ACSF and in line with the organization's established rule and regulations.

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قریه زرگران، مقابل تکیه خانه شهر بامیان	خانه شماره ۵، سرک شماره ۳ مقابل ریاست امور زنان شهر گردیز	خانه شماره ۳۲۱، چاده بابریان، نزدیک دفتر صحت عامه، شهر جلال آباد	کارته سینا، سرک ۷ عقب پمپ استیشن سن شهر مزار شریف	شهر آرا وات، مقابل زایشگاه ملالی شهر کابل

## **B. GENERAL SUMMARY**

Counterpart International is implementing the three-year Initiative to Promote Afghan Civil Society (I-PACS) Project funded by USAID. The main goal of the program is to increase the role and viability of civil society in Afghanistan by providing capacity building, training and small grants to civil society organizations showing potential to be sustainable, & effective organizations.

The I-PACS Project Manager leads a team in the implementation of the I-PACS project, focusing on all eight established Civil Society Support Centers (CSSC), as well as the ISO's four CSSC, to deliver training, technical assistance and access to information to local CSOs; and the strengthening of the ISO and CSSC partner organizations. Primary responsibilities include planning, implementing and following up on project activities, guiding the OD consulting process and the implementation of training activities with the CSSC partners. (S) He also assists with the organization development of his/her own organization.

## **C. PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Recruit and lead an I-PACS project team to plan, implement, and follow up on all project activities. Manage project staff, providing ongoing supervision and guidance.
2. Lead the establishment and development of the ISO's own CSSC, and support the establishment and development of partner CSSCs to provide services (training, technical assistance and access to information) to CSOs in the assigned regions.

### **Organization Development**

1. Guide the overall organizational development (OD) consulting process with CSSC partner organizations.
2. Conduct participatory OD Assessments of partner organizations, assisting them to identify goals and develop Action Plans for organization development, and to develop proposals and budgets for institutional grants.
3. Assist partners to access resources for OD and help them to plan for and get the most out of OD interventions.
4. Follow up with partners on the implementation of their Action Plans. This includes reviewing

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project reports of CSSC partners to assess activities and results against Action Plans, and providing partners with feedback and support.

5. Provide customized training and technical assistance to both CSSCs and CSOs, as practical and according to areas of expertise.
6. Support OD activities undertaken within the ISO as part of I-PACS project.

#### Training

1. Train and support/mentor a team of trainers to provide training to CSSCs and CSOs. Monitor trainings and provide feedback to trainers.
2. Participate in the development of I-PACS training modules.
3. Ensure that the logistics and scheduling of I-PACS trainings are coordinated at all levels of the project.
4. During 2007, may conduct trainings as needed.

#### General

1. Ensure that all project reporting requirements are met. Oversee the data collection and preparation of periodic narrative and statistical reports on project activities.
2. Work actively with partner ISO and Counterpart to coordinate project activities. Ensure that I-PACS project initiatives/activities in OD, training, grant-making, gender and media are well-coordinated.
3. Advise Counterpart I-PACS management on strategic needs and approaches to project implementation.
4. Ensure that that gender sensitization and awareness has been incorporated into the ISO's I-PACS activities and services.
5. Participate in identifying additional internal and external resources for training and OD.
6. Participate in promoting the exchange of project information and expertise across the country.
7. As requested, assist in planning for, facilitate and/or participate fully in meetings and ad hoc working groups.
8. Identify and write success and/or impact stories.

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9. As requested, participate in project design and proposal development.
10. Keep informed of Civil Society issues and developments in Afghanistan.
11. As a member of the senior management team, participate in initiatives and activities to achieve the further development and achievement of ISO mission and objectives. Represent ISO in assigned meetings, conferences and roundtables.
12. Other duties and responsibilities as assigned.

### 13. C. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. University degree in management or development fields strongly preferred.
2. Minimum of five years of progressively more responsible work experience, including at least three years working in an NGO.
3. Minimum of two years of experience in a management position.
4. Demonstrated experience developing and managing projects.
5. Facilitation, consulting, and/or training experience required.
6. Demonstrated interpersonal skills including diplomacy, tact, and the ability to negotiate and influence.
7. Proven ability to mentor and build skills of local staff.
8. Excellent communication skills: speaking, writing, and listening.
9. Ability to set priorities and manage time effectively.
10. Advanced English language ability.
11. Analytical and problem-solving ability.
12. Ability to think strategically and to act in the best interests of Counterpart as a whole.
13. Ability to work both independently and as an effective team member.
14. Computer skills, including experience using Microsoft Word and Excel, Internet and e-mail skills required.
15. Professionalism in appearance and demeanor.

### D. REPORTING RELATIONSHIPS

Reports to Executive/Managing Director  
Directly supervises I-PACS team members.

### Submission of Applications:

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The application should comprise of a one-page cover letter explaining your interest and suitability for the post and detailed CV. Interested Afghan national should submit their application in written (marked “Confidential”, clearly indicating on the sealed envelop the vacancy announcement number) to ACSF Admin section.

**Afghan Civil Society Forum (ACSF)**

**Malalai Street. House #. 45**

**Opposite to Malalai Maternity Hospital, Kabul - Afghanistan**

**Ph: +93 (0) 700224563**

Or e-mail their applications (indicating in the subject line the title of the position applied for to [jobs@acsf.af](mailto:jobs@acsf.af). For more detailed information about ACSF please visit our website: [www.acsf.af](http://www.acsf.af)

Please note that applications received after closing date **March.16.2010** will not be given consideration. Only short- listed candidates whose applications respond to the above criteria will be contacted for test / interview.

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