

Vacancy Announcement No.2011/12/231

Date: Dec, 05, 2011

A. GENERAL SUMMARY

The “Afghan Civil Society Forum” (ACSFo), 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. ACSFo comprises a network of a wide range of actors and seeks to facilitate the coordination and cooperation of their activities. ACSFo aims at promoting civil society forces in Afghanistan and to involve them in the economic and political process of reconstruction.

The Administrative Finance Assistant works under the direct supervision of the Administrative Manager of ACSFo. S/he is primarily responsible for assisting the Administrative Officer in relevant activities. S/he will execute her/his tasks also in full collaboration with the other sections of ACSFo and in line with the organization’s established rule and regulations.

Post Title:	Admin & Finance Assistant
Duration:	Short term (3 month probationary – Extendable)
Number of Position:	(One)
Duty Station:	Bamyan
Salary:	400USD
Deadline for application:	16-December-2011

B. Administrative PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintain inventory, fixed assets, and leave records and prepare monthly reports thereof.
2. Supervise the physical inventory process in collaboration with a representative from the Finance Section on a periodical basis
3. Assist in the administrative processing of staff leave requests
4. Assist in arrangements for staff recruitments, employment contracts, contract revisions, promotion memos, separation from employment, etc. and maintain record thereof.
5. Prepare monthly salary statements, forward them to the Finance Section for review and finalization and keep record thereof.
6. Maintain and update personnel files in all aspects.

Bamiyan: Zargarani Village Opposite to Takia khana Bamiyan City Cell: +93 (0) 793 559 428	پاکتیا: House #5, Street #3 Opposite Women Affairs Directorate Cell: +93 (0) 793 559 427	ننگرهار: House #321, Babaryan St Public Health Intersection Jalalabad City Cell: +93 (0) 793 559 426	مزار: : Karata-e-Sina, Main Street, behind Sun Petrol Mazar-e-sharif Cell: +93 (0) 793 559 425	کابل، دفتر مرکزی: Opposite Malalai Maternity Hospital, Shahr Ara Waat Kabul Cell: +93 (0) 793 559 424
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

7. Assist in arrangements for annual staff appraisals and keep record thereof.
8. Assist in arrangements for official meetings, conferences and other events.
9. Assist in arrangements for necessary repairs of office premises, assets, radios, communication and other office equipments.
10. Ensure the timely filing of office documents and their regular review.
11. Report any emergencies, incidents and other events to the Administrative Officer immediately..
12. Assist in the provision of all records and documents required to the audit, appraisals (internal and external) or to any other official inspection.
13. Perform any other task deemed necessary for the smooth operations of ACSF.

B. FINANCE PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintain account books updated in QuickBooks and timely report any issue to the Finance Manager.
2. Enter financial data into QuickBooks on a daily basis.
3. Comply with all the relevant requirements detailed in the ACSFo Financial Manual.
4. Assist the Finance Officer in project operations and monthly financial reporting.
5. Present monthly journal entries to the Finance Officer or Finance Manager for examining the accounting treatment of transactions.
6. Maintain a proper and updated filing system of the financial data.
7. Check financial reports of sub-grantees along with supporting documents in terms of their completeness and compliance with ACSFo policies.
8. Prepare Budget Variance Analysis (BVA) reports on monthly basis.
9. Pursue the advances against expenses and salaries till liquidation.
10. Perform any other task deemed necessary for the smooth operations of ACSFo.

C. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. University degree in business administration or accounting, or equivalent education in a relevant field; or
2. At least one year work experience in financial accounting and management or prior NGO experience in the same position
3. Good computer skills, including experience using Microsoft Word and Excel, Outlook, Internet.
4. Practical experience in operating accounting software especially QuickBooks will be an asset.
5. Fluency in Dari, Pashto and English.
6. Strong communication and inter-personal skills.
7. Strong sense of adaptability and ability to efficiently work and live in a stressed and result-oriented environment.

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8. Demonstrated interpersonal skills including diplomacy, tact, and the ability to negotiate and to liaise.
9. Ability to collaboratively work in a team environment.

REPORTING RELAIONSHIPS

Reports to Administrative Manager

Submission of Applications:

The application comprises a one page of cover letter explaining your interest and suitability for the post, CV and Job application form. Interested applicants should submit their application in written (marked "Confidential", clearly indicating on the sealed envelope the vacancy announcement number) to the Admin& HR section of ACSFo. Or E-mail their applications (indicating on the subject line the VC number and the title of the position applied for to jobs@acsf.af for more detailed information about ACSFo please visit our website: www.acsf.af

Please download the ACSFo form here

www.acsf.af or

http://www.4shared.com/file/Mp7yrfuh/ACSFo_Job_Application_Form.html

Please note that applications received after closing date **Dec 16 .2011** will not be given consideration. Only short – listed candidates whose applications respond to the above criteria will be contacted for test / interview.

Afghan Civil Society Forum-org (ACSFo)

House# .48, Malalai Street, shar-e-now

Opposite to Malalai Maternity Hospital, Kabul – Afghanistan

Please note that applications must have cover letter with the VA number and job title.

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