

## Vacancy Announcement No.2009/11/103

Date: Nov/ 17 / 2009

### Background:

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 the civil society. ACSF networks a wide range of actors with each other and seeks to facilitate coordination in their work. The ACSF also aims to promote civil society forces in Afghanistan and to involve them in the development and political process of the country.

<b>Post Title:</b>	<b>Advocacy Assistant</b>
<b>Duration:</b>	<b>3months Probationary –Extendable to fixed-term</b>
<b>Number of Position:</b>	<b>One (1) Female</b>
<b>Duty Station:</b>	<b>Kabul</b>
<b>Salary:</b>	<b>According to ACSF Salary Scale</b>
<b>Reporting to:</b>	<b>Advocacy Officer</b>
<b>Deadline for application:</b>	<b>Nov / 30/ 2009</b>

### Scope of work:

Under direct supervision of the Advocacy Officer, the Advocacy Assistant is responsible for all matters related to Advocacy section in the Afghan Civil Society Forum. She will execute and manage her activities with the Heads of other sections of ACSF and in line to the organization’s established rule and regulations.

### Summary of Responsibilities:

- Ensure that the flow of information to and from the ACSF is relevant to the aid community and accommodates for changes in the environment;
- Identify and initiate appropriate subjects for discussion and arrange, as appropriate, the forums for said discussions, i.e. meetings, workshops, and seminars; as well as to identify suitable participants;

Bamiyan: پاميان:	Paktia: پکتيا:	Nangarhar: ننگرهار:	Mazar: مزار:	Kabul, HQ: دفتر مرکزی:
Zargaran Village Opposite to Takia khana Bamyan City Cell: +93 (0) 793 559 428	House #5, Street #3 Opposite Women Affairs Directorate Cell: +93 (0) 793 559 427	House #321, Babaryan St Public Health Intersection Jalalabad City Cell: +93 (0) 793 559 426	Karata-e-Sina, Main Street, behind Sun Petrol Mazar-e-sharif Cell: +93 (0) 793 559 425	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

- Liaising with other civil society organizations and coordination with sister organizations and other stakeholders;
- Arrange and schedule meetings with the relevant agencies covering various levels and modes of ACSF activities;
- Help enhancing and improving the content of the Civil Society Newsletters;
- Ensure adequate communication with all local Partners in relation to advocacy as well as their training and capacity development;
- Help the coordinator in fund raising processes and proposal development to assure long-term program sustainability;
- Respecting the Afghan culture, keeping events and themes tuned and balanced in all program activities.

#### **Qualifications and Experience:**

- Master's degree in a social science discipline plus at least two years experience in a similar capacity with a non-governmental agency and a privilege;
- Graduate Degree in relevant field of comparable two years of work experience;
- Proven office and operation management skills and ability;
- Strong sense of adaptability and ability to work and live in stressed and unstable environments;
- Strong liaison, diplomatic, and negotiation skills.
- Computer literate and fluent in English, Dari and Pashto;
- Experience in working with civil society related issues;
- Proven skills in awareness raising and outreach;
- Ability to work with a team and be flexible and stress resistant; and
- Strong communication and inter-personal skills.
- Good knowledge of English language
- Knowledge of Advocacy (law)
- Familiar with Afghanistan customs and traditions

#### **Submission of Applications:**

The application comprises a one page of cover letter explaining your interest and suitability for the post and your CV Interested applicants should submit their application in written (marked "Confidential", clearly indicating on the sealed envelope the vacancy announcement number) to the Admin section of ACSF.

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**Afghan Civil Society Forum**

**Malalai Street. House # .48**

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

**Ph: +93 (0) 700 224 563- + 93 (0) 793 559 424**

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](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 **Nov/30/2009** will not be given consideration. Only short- listed candidates whose application respond to the above criteria will be contacted for test and interview.

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