

**Vacancy Announcement No.2010/05/122**

**Date: 23/May/2010**

**Background:**

The Afghan Civil Society Forum (ACSFo) was developed as a partnership between Afghan civil society actors and swisspeace at the request of 76 participants of the first Afghan Civil Society Conference in Bad Honnef, Germany (29 November – 2 December 2001). The ACSF its activities at the beginning of February 2002 and the Kabul office was opened two months later in May 2002.

**Our Vision and Mission**

The Afghan Civil Society Forum (ACSFo) envisions “a prosperous society based on the will of aware, committed and active citizens”.

Its mission is “to boost Afghan citizens’ informed participation in political and social development of Afghanistan”.

**Our Goals and Objectives**

To develop civil society in order to empower Afghan men and women to lead the process of improving their lives

Its detailed objectives are:

- To coordinate, expand and foster civil society networks in Afghanistan and abroad
- To promote the sense of active citizenry among Afghan men and women
- To build institutional capacities of public and civil society entities
- To collect, analyze, raise and incorporate civil society’s views and concerns in political, social and economic development processes of Afghanistan

ACSF has implemented several projects throughout the northern Afghanistan .ACSF is going to implement a series projects at northern region including Balkh, Samangan, Badakhshan , and Takhar provinces.

**Post Title: Capacity Building Officer**

**Duration: 9months Probationary-Extendable to fixed-term**

Bamiyan: Zargarani Village Opposite to Takia khana Bamiyan City Cell: +93 (0) 793 559 428	پکتیا: 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	مزاره: 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	خانهء شماره ۵، سرک شماره ۳ مقابل ریاست امور زنان شهر گردیز	خانهء شماره ۳۲۱، چادهء 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>Number of positions:</b>	<b>Four (4) Male or Female</b>
<b>Duty station:</b>	<b>Balkh- Badakhshan</b>
<b>Salary:</b>	<b>According to ACSF Salary scale</b>
<b>Reporting to:</b>	<b>According to ACSF Salary Scale</b>
<b>Deadline:</b>	<b>31 May2010</b>

**Position of definition:**

The CDO will work under the direct supervision of ACSFo Regional Manager and in close coordination with Program section to implement diverse project that are being implemented by ACSFo in north office. The CDP will immediately in Community Police Project and Core with of ACSFo. The key Duties and Responsibilities are listed below but are not limited:

**Duties & Responsibilities:**

1. To cooperate on providing various manuals and training materials particularly on Management, Finance, Community Trust Building Community Policing;
2. Helping Community Liaison Officer and Regional Manager to identify key local elite to form NWC committee and SC in prioritized district by GTZ;
3. Coordinating with relevant stakeholders to conduct trainings;
4. Conducting Trainings to build capacity of Civil society organization , governmental entities upon request ACSFo;
5. Providing advice and support to the team in related tasks;
6. Maintain close working relation with other civil society entities;
7. Collecting information and materials on civil laws, policies and other matters related to civil society issues.
8. Conducting in surveys and research on various issues upon request of Regional Manager and ACSFo Research team;
9. Submitting scheduled weekly reports to the Regional manager;
10. To maintain relation with other civil society organizations and governmental organizations;
11. Maintaining a filing system ;
12. Any other task which is required for the successful implementation of the project or assigned by the project manager.

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**Qualification:**

1. Three to five experience in relevant filed particularly in conducting training;
2. Knowledge of Computer
3. English will be a asset;
4. An Bachelor in Management and Finance , Social Science and other relevant filed
5. Able to work in multi cultural atmosphere;
6. Able to manage conflicting priorities;
7. Willing to work for longer than official time;
8. Excellent report writing skills.

**Submission of Applications:**

The application comprises a one-page cover letter must explaining your interest and suitability for the post and your 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.

**Mazar:**

By E-mail: [jahangeerh@gmail.com](mailto:jahangeerh@gmail.com)/ [jahangeer@acsf.af](mailto:jahangeer@acsf.af)

Hard Copy: ACSFo north regional office, House # 47, Zardusht Street , Behind the Tafawust , Mazar-i-Sharif.

**Kabul:**

Afghan Civil Society Forum (ACSF)

Malalai Street. House #. 48 Opposite to Malalai Maternity Hospital, Kabul – Afghanistan

Ph: +93 (0) 700 22 45 63

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 **31 May 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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Afghan Civil Society Forum (org)  
مؤسسه مجتمع جامعه مدني افغانستان  
د افغانستان د مدني ټولني د مجتمع مؤسسه

مجما - ACSFo



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