

Vacancy Announcement No.2010/05/121

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.

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

| | |
|-----------------------------|--|
| Post Title: | Community Liaison |
| Duration: | 9months Probationary-Extendable to fixed-term |
| Number of positions: | Nine (9) Male or Female |
| Duty station: | Balkh- Badakhshan |
| Salary: | According to ACSF Salary scale |
| Reporting to: | According to ACSF Salary Scale |
| Deadline: | 31 May2010 |

Position of definition:

The LO 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. Helping CDO in conducting Community Policing workshop;
2. Coordinating and arranging Monthly meetings of with community and police departments;
3. Keeping minutes of the all meeting;
4. Researching on community policing concept;
5. Keeping the Contact list of all project relevant stakeholder;
6. Give advice and support to the team in related tasks;
7. Assisting with Capacity Building officer and regional manager in conducting trainings;
8. Communicate regularly with Community in order to make sure that the formed committees are functioning effectively;
9. Maintain close working relation with other civil society entities;
10. Identifying the local elites
11. Conducting in surveys and research on various issues upon request of Regional Manager

| | | | | |
|---|--|--|--|---|
| 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 | 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 | 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 |

- and ACSFo Research team;
12. Submitting scheduled weekly reports to the Regional manager;
 13. To be cooperative with team member;
 14. To maintain relation with other civil society organizations and governmental organizations;
 15. Maintaining a filing system in order to keep project document organized;
 16. Any other task which is required for the successful implementation of the project or assigned by the project manager.

Qualification:

1. Three to five experience in relevant filed in particular working at community level;
2. Knowledge of Computer
3. English will be a asset;
4. An Bachelor in Law, Social Science and Conflict Resolution;
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/ 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 for more detailed information about ACSF please visit our website:

www.acsf.af please note that applications received after closing date **31 May 2010** will not be given

| | | | | |
|---|--|--|--|---|
| Bamiyan: Zargaran Village Opposite to Takia khana Bamyan 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 |

consideration. Only short – listed candidates whose applications respond to the above criteria will be contacted for test / interview.

| | | | | |
|---|---|--|---|---|
| Bamiyan: Zargaran Village Opposite to Takia khana Bamyan City Cell: +93 (0) 793 559 428 | باميان: Paktia: House #5, Street #3 Opposite Women Affairs Directorate Cell: +93 (0) 793 559 427 | پکتيا: Nangarhar: House #321, Babaryan St Public Health Intersection Jalalabad City Cell: +93 (0) 793 559 426 | ننگرهار: Mazar: Karata-e-Sina, Main Street, behind Sun Petrol Mazar-e-sharif Cell: +93 (0) 793 559 425 | کابل، دفتر مرکزی: Kabul, HQ: Opposite Malalai Maternity Hospital, Shahr Ara Waat Kabul Cell: +93 (0) 793 559 424 |
| قریه زرگران، مقابل تکیه خانه شهر بامیان | خانۀ شماره ۵، سرک شماره ۳ مقابل ریاست امور زنان شهر گردیز | خانۀ 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 |