

Vacancy Announcement No.2010/03/107

Date: 2010-03-09

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.

Post Title:	Monitoring & Evaluation Officer
Duration:	3months Probationary –Extendable to fixed-term
Number of Position:	One (1)
Gender:	Female
Duty Station:	Kabul
Salary:	According to ACSF Salary Scale
Reporting to:	Project Manager
Deadline for application:	March 15, 2010

Duties and Responsibilities

Under direct supervision of the Coordinator, the Reporting, Monitoring and Evaluation Officer is responsible for all matters related to Monitoring and Evaluation Section in the Afghan Civil Society Forum. Reporting to the coordinator, he/she will execute his tasks in full collaboration with the other sections of ACSF and in line to the organization established rule and regulations.

Bamiyan: Zargarán Village Opposite to Takia khana Bamiyan City Cell: +93 (0) 793 559 428	پامیان: Paktia: House #5, Street #3 Opposite Women Affairs Directorate Cell: +93 (0) 793 559 427	پکتیا: 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، چادۀ 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

Summary of responsibilities:

A. Reporting:

- In collaboration with relevant program staff, prepare the required program reports for different donors agencies and relevant authorities;
- Assure that reports are handed in according to contractual agreements and follow up with staff on information required for such reports;
- Contribute to research reports as developed by the program section

B. Evaluation and Monitoring:

- Develop and maintain adequate monitoring and evaluation procedures;
- Keep track of all projects' and programmers' monitoring and evaluation schedules;
- Develop a time-plan for the monitoring of on-going projects and partners, and implement according to schedule;
- Prepare the monitoring reports;
- Ensure that appraisal, monitoring and evaluation reports are made useful for fundraising and add to the general base of field knowledge in Afghanistan for all organizations working in the area
- Based on monitoring and evaluation results, suggest changes and improvements to ACSF projects and procedures
- Contributes to the production of reports, information sheets, etc. required for the programs, and useful to the civil society;
- Respecting the Afghan culture, keeping events and themes tuned and balanced in all program activities.

Qualifications and Experience:

- Graduate Degree in relevant field or comparable three years of work experience;
- Proven skills in reporting, report writing and presentation;
- Full familiarity and aware of the Afghan culture and traditions;
- Strong sense of adaptability and ability to work and live in stressed and unstable environments;
- Strong liaison, communication, negotiation and inter-personal skills.
- Computer literate and fluent in English, Dari and Pashto;
- Experience in working with civil society related issues;
- Skills in awareness raising and outreach; and
- Ability to work with a team and be flexible and stress resistant.

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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.

Afghan Civil Society Forum

Malalai Street. House # .45

Opposite Malalai Maternity Hospital, Kabul –Afghanistan

Ph: +93 (0) 700224563

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 **March, 15,2010** 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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