

Vacancy Announcement No.2010/05/125

Date: 2010-06-22

Background:

The “Afghanistan Civil Society Forum-organization” (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 the civil society. ACSFo networks a wide range of actors with each other and seeks to facilitate coordination in their work. ACSFo also aims to promote civil society forces in Afghanistan and to involve them in the development and political process of the country.

Post Title:	Peacebuilding Assistant-cum-Trainer
Duration:	3 months Probationary –Extendable to fixed-term
Number of Position:	One (1)
Gender:	Female
Duty Station:	Kabul
Salary:	According to ACSFo Salary Scale
Reporting to:	Peace Building Manager
Deadline for application:	June 30, 2010

Duties and Responsibilities

The Peacebuilding assistant-cum-trainer is responsible for all matters related to the Peacebuilding trainings of the Afghanistan Civil Society Forum-organization. S/He will assist the Peacebuilding Manager in all matters related to Peacebuilding section and in line to the organization’s established rule and regulations

Summary of responsibilities:

1. Assisting the Peacebuilding manager in running the section and developing proposals and running the projects.
2. Organizing and facilitating meetings, workshops and seminars of the Peacebuilding section.
3. Translating documents into English and Dari for workshops and presentations related to Peacebuilding section.
4. Functioning as the trainer in Peacebuilding workshops, trainings etc.
5. Taking active part in developing training manuals.

Bamiyan: پکتیا: Zargarán Village Opposite to Takia khana Bamiyan City Cell: +93 (0) 793 559 428 خانهء شماره ۵، سرک شماره ۳ مقابل ریاست امور زنان شهر بامیان شهر گردیز	Paktia: پکتیا: House #5, Street #3 Opposite Women Affairs Directorate Cell: +93 (0) 793 559 427 خانهء شماره ۵، سرک شماره ۳ مقابل ریاست امور زنان شهر بامیان شهر گردیز	Nangarhar: ننگرهار: House #321, Babaryan St Public Health Intersection Jalalabad City Cell: +93 (0) 793 559 426 خانهء شماره ۳۲۱، چادهء بابریان، نزدیک دفتر صحت عامه، شهر جلال آباد	Mazar: مزار: Karata-e-Sina, Main Street, behind Sun Petrol Mazar-e-sharif Cell: +93 (0) 793 559 425 کارته سینا، سرک ۷ عقب پمپ استیشن سن شهر مزار شریف	Kabul, HQ: دفتر مرکزی: Opposite Malalai Maternity Hospital, Shahr Ara Waat Kabul Cell: +93 (0) 793 559 424 شهر آرا وات، مقابل زایشگاه ملالی شهر کابل
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6. Participating and representing ACSFO's Peace building Section in meetings, workshops, seminars and conference in the absence and the otherwise engagement of the Peace building manager.

Qualifications and Experience:

1. Degree preferably in a social science discipline plus at least One year of experience in a similar capacity with a non-governmental agency preferred.
2. Experience in written and oral translation of English, Pashto and Dari.
3. Basic knowledge in peacebuilding and/or preparedness to experience this topic.
4. High commitment to civil society and experience in working with civil society related issues.
5. Strong liaison, communication and negotiation skills.
6. Fluency in Dari/Pashto and English.
7. Computer literacy, including experience using Microsoft Word, Excel, internet, outlook.
8. Strong sense of adaptability and ability to work and live in stressed and unstable environments.
9. Ability to work collaboratively in a result-oriented team environment and to be flexible and stress resistant.
10. Self-starting person with high team-orientation

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 ACSFO.

Afghanistan Civil Society Forum-organization
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 ACSFO please visit our website: www.acsf.af . Please note that applications received after closing date **June, 30,2010** 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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مقابل تکیه خانه شهر بامیان	خانهء شماره ۵، سرک شماره ۳ مقابل ریاست امور زنان شهر بامیان	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