

Vacancy Announcement No.2010/03/106

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.

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| Post Title: | PR Officer |
| Duration: | 3months Probationary –Extendable to fixed-term |
| Number of Position: | One (1) |
| Gender: | Male/ Female |
| Duty Station: | Kabul |
| Salary: | According to ACSF Salary Scale |
| Reporting to: | Program Manager |
| Deadline for application: | March 31, 2010 |

Duties and Responsibilities:

- Under direct supervision of the Program Manager, the Public Relations Officer is responsible for the Program and public related issues in the Afghan Civil Society Forum. He/she will execute his tasks in full collaboration with the Program team in line to the organization established rule and regulations.

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| Bamiyan: Zargaran Village Opposite to Takia khana Bamyan City Cell: +93 (0) 793 559 428 قريه زرگران، مقابل تکیه خانه شهر بامیان | Paktia: House #5, Street #3 Opposite Women Affairs Directorate Cell: +93 (0) 793 559 427 خانہء شماره ۵، سرک شماره ۳ مقابل ریاست امور زنان شهر گردیز | Nangarhar: House #321, Babaryan St Public Health Intersection Jalalabad City Cell: +93 (0) 793 559 426 خانہء شماره ۳۲۱، چاده بابریان، نزدیک دفتر صحت عامه، شهر جلال آباد | Mazar: 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: 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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• **Summary of responsibilities:**

• **External Public Relations**

- Under supervision of the Program Manager and coordinator networks ACSF with other stakeholders and partner organizations;
- Attend all relevant coordination meetings as organized by partners such as ACBAR, ANCB and others identified (minutes of such meetings need to be prepared for internal circulation);
- Attend all relevant security meetings (UN, NGO), forward and debrief the staff on any information;
- Initiate and implement ideas and measures for a broader outreach, awareness, coverage and publicity of ACSF activities;
- In close collaboration with the coordinator and program manager, develop and implement written Information Material about ACSF. This includes especially the annual report, a pamphlet or brochure on ACSF, but also other relevant information materials
- In collaboration with ACSF program staff, maintain a data base (soft and hard copy) of relevant ACSF activities to be used for the annual report, awareness raising and outreach;
- Supervise translations of all documents and papers;
- Facilitates the flow of relevant information to the public and partners;

• **Program Implementation Areas:**

- Together with the coordinator and program department, assist in the organization and implementation of public events (workshops, seminars, conferences). This mainly includes the general coordination and organization.
- Contribute and incorporate views in preparation of reports, information sheets, etc. useful to the civil society;
- Give (public) input to the program manager while preparing the concept papers, and proposals;
- Assist the program section in identifying and initiating appropriate subjects for discussion and arrange forums for said discussions;

• **Media and Press:**

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| 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 |

- Prepare monthly reports on ACSF Media Echo (with special reports associated with big events);
- Monitor media, but also mosques on discussions related to civil society subjects;
- In collaboration with the Media section, keep an updated list of local and international media contacts, assist the program section in the drafting of press releases, and coordinate press conferences and releases associated with event.

Qualifications and Experience:

- Graduate Degree in relevant field or comparable three years of work experience;
- Proven skills in reporting, report writing and presentation;
- 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

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, 25,2010** will not be given consideration. Only short- listed candidates whose application respond to the above criteria will be contacted for test

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and interview.

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