

Vacancy Announcement No.2010/03/105

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:	Program 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 25, 2010

Duties and Responsibilities:

Under direct supervision of the Program Manager, the Program Officer is responsible for program matters in the Afghan Civil Society Forum. He/she will execute his tasks in full collaboration in the team in line to the organization established rule and regulations.

Bamiyan: Zargaran Village Opposite to Takia khana Bamyan City Cell: +93 (0) 793 559 428 قریه 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، چادهء 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:

- Under supervision of the Program Manager contributes to the production of materials-reports, information sheets, etc. required for the programs, and useful to the civil society;
- Help the program manager in analysis, assessments, preparing the concept papers, and proposals;
- Facilitates the flow of relevant information to and from the ACSF to partners and the stakeholders;
- Assist the section in Identifying and initiating appropriate subjects for discussion and arrange, as appropriate, the forums for said discussions;
- Program liaisons with other civil society organizations and coordination with sister organization and other stakeholders;
- Ensure that accurate and up to date records and files are maintained from the ACSF program activities;
- Arrange and schedule meetings with the relevant agencies covering various levels and modes of ACSF activities;
- Strengthening the flow of adequate communication with all local Partners in relation to program implementation as well as their training and capacity development; and
- 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 two years of work experience;
- Proven skill 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.

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قریه زرگران، مقابل تکیه خانه شهر بامیان	خانہء شماره ۵، سرک شماره ۳ مقابل ریاست امور زنان شهر گردیز	خانہء 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

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 and interview.*

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