

## Vacancy Announcement No.2009/11/102

Date: November / 05 / 2009

### **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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| <b>Post Title:</b>               | <b>Receptionist</b>                       |
| <b>Duration:</b>                 | <b>3 months Probationary / Extendable</b> |
| <b>Number of Position:</b>       | <b>One (1) Female</b>                     |
| <b>Duty Station:</b>             | <b>Kabul</b>                              |
| <b>Salary:</b>                   | <b>According to ACSF Salary Scale</b>     |
| <b>Deadline for application:</b> | <b>November / 20/ 2009</b>                |

### **Job SUMMARY:**

Under direct supervision of the Administrative Manager, the Receptionist is responsible for the following duties.

### **Summary of Responsibilities:**

- Arrange appointments/meetings for the staff of ACSF and receive visitors
- Take minutes and notes at meetings and circulate it to all relevant sections
- Type and verify material such as correspondence, reports, minutes of meetings
- Dispatch and follow up of all outgoing and incoming correspondence
- Provide photocopies of materials as requested by all staff of ACSF, scan and fax documents
- Keep the record of all outgoing and incoming phone calls
- Make arrangements support for meetings, conferences and workshops
- Keep the office well –organized
- Manage the inventory of stationery and office supplies

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| Bamiyan:<br>Zargaran Village<br>Opposite to Takia khana<br>Bamyam City<br>Cell: +93 (0) 793 559 428<br>قريه زرگران، مقابل تكيه خانه<br>شهر باميان | Paktia:<br>House #5, Street #3<br>Opposite Women Affairs<br>Directorate<br>Cell: +93 (0) 793 559 427<br>خانه شماره ۵، سرک شماره ۳<br>مقابل رياست امور زنان<br>شهر گرديز | Nangarhar:<br>House #321, Babaryan St<br>Public Health Intersection<br>Jalalabad City<br>Cell: +93 (0) 793 559 426<br>خانه شماره ۳۲۱، چاده<br>بابريان، نزديک دفتر صحت<br>عامه، شهر جلال آباد | Mazar:<br>Karata-e-Sina, Main<br>Street, behind Sun Petrol<br>Mazar-e-sharif<br>Cell: +93 (0) 793 559 425<br>کارته سینا، سرک ۷<br>عقب پمپ استیشن سن<br>شهر مزار شريف | Kabul, HQ:<br>Opposite Malalai Maternity<br>Hospital, Shahr Ara Waat<br>Kabul<br>Cell: +93 (0) 793 559 424<br>کابل، دفتر مرکزی،<br>Opposite Malalai Maternity<br>Hospital, Shahr Ara Waat<br>کابل<br>شهر آرا وات، مقابل زایشگاه<br>ملالی<br>شهر کابل |
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- Provide monthly working schedule for Guards and Drivers
- Perform any other duties assigned by the Managing Director

### **Qualifications and Experience:**

- High school graduate
- At least 1 year of relevant experience of Administration including working in a National or International organization
- Good inter-personal skills and team working abilities
- Ability to work in stressed and unstable environments
- Good knowledge of MS Windows and MS office package are must
- Fluent in Dari, Pashto and English both written and spoken is essential
- Honest, Objective and hard worker

### **Submission of Applications:**

The application should comprise of a one-page cover letter explaining your interest and suitability for the post and detailed CV. Interested Afghan national should submit their application in written (marked "Confidential", clearly indicating on the sealed envelope the vacancy announcement number) to ACSF Admin section.

Afghan Civil Society Forum (ACSF)

Malalai Street. House #. 48

Opposite to Malalai Maternity Hospital, Kabul - Afghanistan.

**Ph: +93 (0) 793559 424 +93 (0) 700 224 563**

Or e-mail their applications (indicating in the subject line the title of the position applied for to [jobs@acsf.af](mailto:jobs@acsf.af). For more detailed information about ACSF please visit our website: [www.acsf.af](http://www.acsf.af)

Please note that applications received after closing date **November/20/2009** will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for test / interview.

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