

## Vacancy Announcement No: 2010/03/108

Date: March09, 2010

### A. GENRAL SUMMERY

The Afghan Civil Society Forum (ACSF) was founded in 2002 and offers representative of Afghan civil society a platform for exchange of information and opinion on topics relevant to civil society. ACSF comprises a network of a wide range of actors and seeks to facilitate the coordination and cooperation of their activities. ACSF aims at promotion civil society forces in Afghanistan and to involve them in the economic and political process of reconstruction.

<b>Post Title:</b>	<b>Reporting Officer</b>
<b>Project:</b>	<b>Community Policing</b>
<b>Duration:</b>	<b>3month probationary – Extendable to fixed –term</b>
<b>Number of Position:</b>	<b>One</b>
<b>Sex:</b>	<b>Male / Female</b>
<b>Duty Station:</b>	<b>Mazar-e-Sharif</b>
<b>Salary:</b>	<b>According to ACSF Salary Scale</b>
<b>Reporting to:</b>	<b>Project Manager</b>
<b>Deadline for application:</b>	<b>31 March2010</b>

### Scope of Work:

Under direct supervision of the Project Manager the Reporting Officer is responsible for all matters related to training in the Afghan Civil Society Forum (ACSF). He /She will execute and manage his/her

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، 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 کابل، دفتر مرکزی: مقابل زایشگاه ملالی شهر کابل
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activities with Heads of other sections of ACSF and in line to the organization's established rule and regulations.

### Summary of Responsibilities

- Prepare the required program reports for the organizations, donors and relevant authorities;
- Follow up with staff on required reports to different agencies, for up to date and information of relevance;
- Schedule the reports and follow up with deadlines on due demanded reports;
- Consolidated the monitoring report
- Evaluate the monitoring reports and suggest recommendations;
- Reconcile daily cash records with the physical cash on hand.
- Check financial transactions and prepare vouchers.
- Perform any other task deemed necessary for the smooth operations of ACSF

### Qualifications and Experience:

- Fluent in English both written and spoken
- Graduate Degree in relevant field or comparable three years of work experience;
- Proven skills in reporting, report writing and presentations and financial management as well
- 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;
- Excellent knowledge of MS Office
- 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:

Interested Afghan nationals should submit their application (including a one page cover letter of motivation and detailed CV) to the Administration Section of ACSF before **31 March 2010**. The sealed

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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

envelopes should be marked "Confidential" and clearly indicate the vacancy announcement number.

**Afghan Civil Society Forum**

**Shahr-Ara Watt #.45**

**Opposite Malalai Maternity Hospital,**

**Kabul Afghanistan**

**Ph: +93(0) 700224563**

You can also e-mail your application (indicating the VC number and the title of the position applied for in the subject line) to [jobs@acsf.af](mailto:jobs@acsf.af). Please note that applications received closing dated **31 March 2010** will not be given consideration. Only short-listed candidates will be contacted for a test and interview

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