

District project officer

tvt07998@gmail.com

Phone :

Web :

The logo for Actionaid, featuring the word "act:onaaid" in white lowercase letters on a red square background.

Job Summary

Vacancy :

Deadline : Oct 31, 2024

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Employment Status : Full Time

Experience : Any

Salary : As per Actionaid salary scale

Gender : Any

Career Level : Any

Qualification :

About ActionAid Afghanistan:

ActionAid is a non-governmental & non-profit international organization working towards achieving a world without poverty and injustice in more than 40 countries in Africa, Asia, Europe, and the Americas.

ActionAid started its activities in Afghanistan in 2002 and was registered in Ministry of Economy of Afghanistan as non-governmental international organization "INGO".

ActionAid-Afghanistan committed itself a long-term work with poor and excluded sections of the society through the Human Rights Based Development Approach, WASH, and livelihood programs in multiple provinces of Afghanistan.

Job Description:

Responsibilities and Tasks

- Ensure that the Project is planned, implemented, and managed with technical, logistical, and administrative support.
- Ensure that proper documentation is maintained according to the ActionAid and donor requirements
- Represent the organization in district-level meetings, ensuring effective communication of program goals and impact
- Advocate for the needs and rights of affected populations at district and regional levels
- Prepare and oversee budgets, ensuring accountability and transparency
- Monitor and evaluate program performance, ensuring alignment with strategic objectives.
- Establish and maintain partnerships with local government, NGOs, community leaders, and other stakeholders
- In collaboration with the Regional Manager, ensure the enquiries from donors are responded to promptly and that good quality project reports are prepared and submitted on time
- Actively encourage and facilitate the documentation of good practice and lessons learned in the field and ensure that this information is shared throughout the country Project
- Facilitate coordination meetings to enhance collaboration and information sharing
- Conduct regular assessments to identify community needs and prioritize interventions
- Provide training and support to project staff, local staff and community volunteers
- Prepare regular reports on programming progress, challenges, and outcomes for internal and external stakeholders
- Develop and implement emergency response plans, ensuring readiness for rapid deployment in crises
- Coordinate with local authorities for disaster risk reduction and preparedness initiatives
- Ensure feedback mechanisms are in place to incorporate community input
- Foster community involvement in program design and implementation
- Assist the Program Manager in preparing progress and final reports, together analyzing these in terms of problems and actions needed.
- Maintain growth of team through appropriate measures e.g. create a learning and sharing environment, on-the job training.
- Coordinate with community mobilization teams and other sectors for capacity building of community-based organization/groups and volunteers involved in emergency programs.
- Perform any other duties as required by the line manager.
- Any other task assigned by line manager from time to time.

Job Requirements:

Job Specification

(Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance)

Education & Training:

- **Education:** Bachelor's degree in the relevant field or social sciences, or a master's degree is preferred..
- **Experience:** Minimum three years of work experience with international / national organization in the field humanitarian work, including field experience in program management and community engagement.
- Ability to work well with a range of stakeholders, including project -affected peoples, government officials, international and Donors

Technical Skills (Examples: languages, planning, word processing, advance written and verbal communication, presentation etc.

- Experience working with I/NGOs will be preferred.
- Excellent knowledge of community development and social environments.
- Proven management ability and strong interpersonal skills – team player.
- Problem-solving skills.
- Proficiency in the most common computer software, including word processing and excel spreadsheets.
- Ability to deal with difficult, often frustrating work situations.
- A willingness to live, travel and work in isolated and possibly dangerous locations.
- Gender sensitivity.
- Sensitivity to Islamic culture.
- Commitment to support/develop project staff and rural communities' capacity.
- Personal integrity and a sense of humor.
- Knowledge of personal strengths and weaknesses.
- Knowledge of exit strategies and sustainability issues.

Submission Guideline:

If you have the expertise to take on this exciting opportunity, please apply online by sending your CV and motivation cover letter to **jobs.kabul@actionaid.org** up to **October 31, 2024**. Please clearly indicate **District project officer -1099** in the subject of your email, otherwise, your application will not be considered.

ActionAid Afghanistan welcomes applications from all sections of the community and promotes diversity. Although all applications will be considered on their individual merit, suitably qualified women candidates are especially encouraged to apply.

Due to high volumes of applications received, we can only correspond with short-listed applicants. Should you not have received feedback on your application within two weeks of the closing date, please consider your application unsuccessful. ActionAid Afghanistan will not consider unsolicited candidates from recruitment agencies. We reserve the right to withdraw any of our vacancies at any time.

ActionAid is an equal opportunity employer.

Submission Email:

jobs.kabul@actionaid.org

Education & Experience

Minimum three years of work experience with international / national organization in the field humanitarian work, including field experience in program management and community engagement.

Must Have

Bachelor’s degree in the relevant field or social sciences, or a master’s degree is preferred.

Educational Requirements

Compensation & Other Benefits
