

Operations Assistant

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Oct 07, 2024

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Employment Status : Full Time

Experience : Any

Salary : Based on WASSA salary's Scale

Gender : Any

Career Level : Any

Qualification :

About Women's Activities & Social Services Association (WASSA):

Women Activities & Social Service Association (WASSA) established in 2002 in Afghanistan, as non-governmental organization, committed to seeking ways for women empowerment in Afghanistan. WASSA aims to promote women equal participation in socio-economic sectors of the country. WASSA works directly with communities in order to bring change in social attitude of the community regarding women.

An envision "Equal participation of women & men in all sectors of the country.

- **Equal Opportunities:** WASSA is dedicated to offering equal employment opportunities to all employees and qualified candidates, regardless of race, color, religion, gender, ethnicity, age, or disability.
- **Safeguarding and Conduct:** WASSA will contact previous employers to inquire about any history of sexual exploitation, abuse, or harassment during the candidate's employment, including incidents under investigation at the time the candidate left. Job offers are conditional on satisfactory reference checks. By applying, candidates confirm they understand and accept these procedures.
- **Final Selection:** The selected candidate must pass a background check and reference check. They will also be required to sign WASSA's Code of Conduct, PSEA (Prevention of Sexual Exploitation and Abuse), Safeguarding, and other relevant policies before receiving a final job offer/contract.

Job Description:

1. Background

In order to streamline and enhance the efficiency of Admin/HR, finance and procurement processes at the provincial level WASSA seeks to appoint Provincial Focal Points. These individuals will serve as primary contacts for coordinating Admin/HR finance and procurement activities within their respective provinces.

2. Objective

To ensure effective and efficient management of Admin/HR, finance and procurement activities by providing centralized coordination, oversight, and support at the provincial level.

3. Scope of Work

The Provincial Focal Points will be responsible for:

Admin/HR

- Updating, reviewing, and improving administrative systems, policies, and procedures under line manager supervision.
- Updating forms, manuals, templates, and report formats for the admin department under line manager supervision.
- Planning, scheduling, and promoting organization events, including meetings, conferences, interviews, orientations, and training sessions, in close coordination with related departments.
- Recruiting and training personnel and allocating responsibilities and office space with close coordination with Project Managers.
- Cooperate in Hiring, training, and evaluating staff under line manager supervision, taking corrective action when necessary.
- Assessing staff performance and providing coaching and guidance to ensure maximum efficiency.
- Making and updating the inventory list for the organization in both Hard and Soft formats.
- Verifying the inventory list of the main office and other branches quarterly.
- Supervising day-to-day operations of the administrative department and staff members.
- Updating and implementing HR strategies and initiatives aligned with the overall organization strategy.
- Planning, organizing, and controlling the activities and actions of the Admin/HR department.
- Assuring building maintenance, office equipment, furniture, and seasonal preparedness.
- Ensuring cleanliness of all offices through the related subordinate team.
- Staff movement and transportation management.
- Managing travel arrangements, including accommodation facilitation for guests and traveling staff.
- Collaborating with security personnel to ensure the safety and security of staff and assets, especially in volatile or high-risk areas.

Finance Coordination:

- Overseeing the projects budget management and financial planning processes within the province.
- Ensuring compliance with financial policies and procedures.
- Reviewing and verifying financial reports, statements and other finance related documents before submission to central finance teams.
- Coordinating with provincial departments to address financial issues and discrepancies.

Procurement Coordination:

- Managing procurement processes for goods and services at the provincial level.
- Ensuring compliance with procurement, policy, regulations and standards.
- Assisting in the preparation of procurement plans and documentation.
- Reviewing and verifying procurement requests, purchase orders (Pos) and other related documents.
- Reporting and Documentation:
- Maintaining accurate records of financial and procurement activities.
- Preparing and submitting regular reports to the related departments of main office.
- Documenting and tracking financial and procurement transactions and outcomes.

Capacity Building:

- Providing training and support to provincial staff on financial and procurement procedures.
- Identifying and addressing capacity gaps and operational challenges.
- Liaison and Communication:
- Acting as the main point of contact between the provincial office and main office

Procurement

- Facilitating The process of Purchasing.
 - attend in procurement planning and assessment if necessary.
 - Reporting Procurement issues to Procurement Manager
- any other task assigned by Supervisor

Job Requirements:

- Degree in Business Management, Economic, or related field from recognized university or institutes
- At least 3 years' experience in a similar position or equivalent at NGOs.
- Fluent in Dari, Pashto, and English, Written and spoken.
- Computer skill at operator level, especially with MS office packages.
- Familiar with planning, budgeting and report writing.
- Honest, active, and well mannered.
- Ready to work, live and travel in an intricate and strenuous environment

Submission Guideline:

- Interested qualified candidates should submit their information/request through this link (<https://airtable.com/appiCIPctCTteGAWq/shr6homh9DVIjGtTZ>).
- Academic certificates or references do not need to be submitted at this time. These will be requested if called for an interview.
- Only short-listed candidates will be invited for written tests and interviews upon project approve

Submission Email:

<https://airtable.com/appiCIPctCTteGAWq/shr6homh9DVIjGtTZ>

Education & Experience

At least 3 years' experience in a similar position or equivalent at NGOs

Must Have

Degree in Business Management, Economic, or related field from recognized university or institutes

Educational Requirements

Compensation & Other Benefits
