

# Program Affiliation Specialist

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Phone :

Web :



In partnership with



**USAID**  
FROM THE AMERICAN PEOPLE

 Maternal and Child  
Survival Program

## Job Summary

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Vacancy :

Deadline : Jan 18, 2025

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### About Jhpiego:

**Program Description:** The USAID funded Urban Health Initiative (UHI) Program's goal is to improve health outcomes of people living in urban areas, particularly focusing on the health of women and children and other vulnerable populations. Interventions aim to increase demand, access and quality of health services. Lead by Jhpiego and implemented by a dynamic consortium of organizations, UHI is implemented in five cities in Afghanistan – Kabul, Herat, Mazar-e-Sharif, Jalalabad and Kandahar.

### Job Description:

Title: Program Affiliation Specialist

Location: Kabul, Afghanistan

Position Reports To: Sr. Administrative Manager

Summary Scope of Work:

The Program Affiliation Specialist plays a crucial role in supporting the operations and program team of the UHI project. This position involves collaborating closely with various Program Units and Operations departments to facilitate seamless coordination with all partners.

NOTE: All staff members of Jhpiego, regardless of the level of their responsibilities are expected to:

- o Model the mission and values stated above
- o Participate in the business development process
- o Contribute to the knowledge sharing and transfer process
- o Make responsible decisions that result in time and cost containment and clear

Responsibilities:

- The Program Affiliation Specialist is responsible for establishing and nurturing effective communication channels that encourage transparency and cooperation among all partners. This includes maintaining strong, positive relationships with all parties involved in the project, which is essential for the initiative's overall success and efficacy.
- To ensure that all contributors are aligned with project goals and can work together effectively to achieve desired outcomes through proactive engagement and regular updates.
- Work closely with the program units, provide support, and follow up with the team for smooth implementation of the UHI activities.
- Address the challenges emerging during the implementation of UHI program in the field and take appropriate action to resolve them in collaboration and consultation with the management team.
- Provide comprehensive operations & program support to Jhpiego's UHI team in Afghanistan to address routine issues to ensure smooth operations of UHI project.
- Collaborate closely with various managers in the operations unit.
- Organize and maintain an efficient filing system
- Any other duties as assigned by supervisor.

### Job Requirements:

Required Qualifications & Experience

- Medical Doctor degree from a recognized academic institution.
- At least 5 years of experience working in programs, preferably in the health sector, along with strong relationship-building, management, and administration experience, experience with international organizations and USAID is preferred.
- Proven competency in planning, organizing, and implementing operational activities.
- Proficiency in MS Office applications and other business software
- Sound written and verbal communication skills in Pashtu/Dari and English
- Strong supervision skills to ensure activities, schedules and progress are reviewed and monitored
- Demonstrates good judgment and decision-making skills
- Ability to travel to project sites and cities at least 25% of the time

### Travel:

Willingness to travel in-country required. Travel time may be up to 10%.

### Submission Guideline:

**Submission Guideline:** Jhpiego offers competitive salaries and a comprehensive employee benefits package including: paid vacation, holidays, sick leave, meal allowance, transportation allowance, medical allowance, pension (13th month) salary and more.

In order to send your resumes and apply for the position please refer to the link and apply through Jhpiego's online portal:

<https://jobs-jhpiego.icims.com/jobs/6742/program-affiliation-specialist/job?mode=view>

### Submission Email:

<https://jobs-jhpiego.icims.com/jobs/6742/program-affiliation-specialist/job?mode=view>

**Education & Experience**

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Medical Doctor degree from a recognized academic institution

**Must Have**

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*Medical Doctor degree from a recognized academic institution*

**Educational Requirements**

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**Compensation & Other Benefits**

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