

# Program Manager

Yamasayyar@gmail.com

Phone :

Web :



## Job Summary

---

Vacancy :

Deadline : Jul 15, 2025

Published : Jul 01, 2025

Employment Status : Full Time

Experience : Any

Salary : As per AGHCO salary scale

Gender : Any

Career Level : Any

Qualification :

### About Afghan General Help Coordination Office:

Afghan General Help Coordination Office

**AGHCO (Afghan General Help Coordination Office)** is a national reputed Non-Profit and Non-Government Organization, which was previously known as **Afghan German Help Coordination office** as it was initially founded and established in 1991 and since then the NGO has been active. In 1991 AGHCO was established to assist and secure the emergency, relief, rehabilitation operations and development activities in Afghanistan. This was done through direct cooperation and coordination with the government, UN, international organizations and local communities. In 2005 AGHCO was reregistered as an Afghan NGO with the Ministry of Economy.

### Job Description:

The Program Manager is tasked with providing strategic leadership, oversight, and management of the program unit to ensure the effective planning, implementation, and evaluation of all program projects and activities. This role is critical in ensuring alignment with organizational objectives, donor requirements, and the needs of stakeholders and communities.

### Key Responsibilities

- **Leadership and Management:** Lead and motivate the Program Unit to achieve high performance standards in project delivery, impact, and sustainability.
- **Strategic Planning:** Develop strategic plans for the program unit that align with organizational objectives and sector best practices.
- **Results Orientation:** Cultivate a results-driven environment that promotes innovative approaches and continuous improvement.
- **Project Planning:** Formulate comprehensive project plans that include objectives, activities, timelines, and budgets, ensuring compliance with donor guidelines and organizational priorities.
- **Work Plan Oversight:** Supervise the development of detailed work plans and ensure their effective implementation.
- **Activity Monitoring:** Monitor program activities to ensure they meet quality standards, deadlines, and budgetary constraints.
- **Budget Management:** Prepare and manage project budgets to ensure efficient resource utilization and compliance with financial policies.
- **Financial Reporting:** Support financial reporting and ensure transparency and accountability in resource management.
- **Partnership Development:** Establish and maintain effective partnerships with government agencies, donors, NGOs, community groups, and other stakeholders.
- **Communication Facilitation:** Facilitate regular communication, consultations, and coordination meetings to ensure program relevance and community engagement.
- **Participatory Approaches:** Promote participatory methodologies that incorporate stakeholder feedback into program design and implementation.
- **Funding Opportunities:** Assist in identifying funding opportunities through research and stakeholder consultation.
- **Proposal Development:** Lead or contribute to the creation of high-quality proposals, concept notes, and funding applications to diversify and expand the program portfolio.
- **Technical Oversight:** Provide technical guidance and mentorship to project coordinators, field teams, and partners to ensure technical excellence and compliance.
- **Capacity Building:** Promote capacity-building initiatives within the team to enhance skills and improve program quality.
- **Monitoring and Evaluation:** Establish and oversee robust monitoring and evaluation systems to track progress, outcomes, and impacts.
- **Reporting:** Ensure timely and accurate reporting to senior management, donors, and other stakeholders, in adherence to reporting standards and requirements.
- **Compliance:** Ensure that all program activities comply with organizational policies, donor regulations, and legal requirements.
- **Risk Management:** Identify potential risks and develop mitigation strategies to safeguard program integrity and sustainability.
- **Reporting Structure:** The Program Unit Manager reports directly to the Executive Director or Deputy Director and collaborates closely with relevant departments such as Finance, M&E, and Communications.
- **Additional Duties:** Perform any other responsibilities assigned by the Executive Director or Deputy Director to support organizational objectives and operational needs.

### Job Requirements:

- A minimum of 8 years of experience in program management, with at least 5 years in a leadership capacity.
- A Master's degree in Business Administration, Social Sciences, Development Studies, or a related field.
- Demonstrated ability to manage complex projects and coordinate multiple stakeholders.
- Exceptional communication, leadership, and organizational skills.
- Strong competencies in project planning, monitoring, evaluation, and reporting.
- Familiarity with donor compliance (UN, World Bank, USAID, EU, etc.) and program management software/tools.
- Proficiency in English and one of the national languages (Dari or Pashto); fluency in both national languages is advantageous.

### Submission Guideline:

Please submit your **CV, Tazkira, and educational documents combined into a single file** along with a cover letter to [hr@aghco.org.af](mailto:hr@aghco.org.af) before the deadline. In the subject line of your email, clearly specify the position title and vacancy number you are applying for.

**Submission Deadline:** July 15, 2025

**Note:** Only complete applications will be considered. Shortlisted candidates will be contacted.

AGHCO maintains a zero-tolerance policy toward sexual exploitation, abuse, harassment, fraud, and corruption. All staff are expected to uphold AGHCO's policies and ethical standards at all times. AGHCO is an equal opportunity employer.

Female applicants are strongly encouraged to apply this position. If you encounter any difficulties during the application process, please contact the AGHCO HR team.

### Submission Email:

[hr@aghco.org.af](mailto:hr@aghco.org.af)

### Submission Email:

[hr@aghco.org.af](mailto:hr@aghco.org.af)

**Education & Experience**

---

A Master's degree in Business Administration, Social Sciences, Development Studies, or a related field.

**Must Have**

---

A minimum of 8 years of experience in program management, with at least 5 years in a leadership

**Educational Requirements**

---

**Compensation & Other Benefits**

---