

Project Assistant

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Feb 22, 2025

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Employment Status : Full Time

Experience : Any

Salary : As per organization salary

Gender : Any

Career Level : Any

Qualification :

About TLO:

The Liaison Office (TLO) founded in 2003 as an Afghan non-governmental organization (NGO) that emerged from a Swisspeace pilot project (supported by the Heinrich Böll Stiftung) with the aim of improving local governance, stability, and security through systematic and institutionalized engagement with customary structures, local communities, civil society groups, and government institutions. TLO is based in Kabul, with regional offices in Paktia, Khost, Paktika, Herat, Ghazni, Farah, Samangan and Baghlan and additional field offices across Afghanistan. TLO works to achieve its objectives through key program activities: research and analysis, dialogue facilitation for peacebuilding, access to justice and governance, humanitarian assistance, third party monitoring and evaluation, and environment & natural resources management.

Job Description:

The Project Assistant will support the effective implementation of project activities by providing administrative and technical assistance. This includes coordination with partners, monitoring timelines, updating online platforms, and ensuring project compliance with work plans and objectives.

Key Responsibilities:

- Keep full up-to-date knowledge of project documents (Approved concept notes, contracts, MoUs, Log-frames, stakeholders, work plans, timelines, and budgets).
- Regularly work, consult, and meet with the project partners (i) Climate and Environment Coordination Platform (ii) Government line institutions and counterparts, (iii) independent contractors, researchers, vendors, and communities.
- Write and support in writing of technical reports and event reports under the project.
- Review partner's progress and completion reports for accuracy, compliance, and comments.
- Provide relevant information, statistics, and briefs to update the TLO and CECOP website and social media page.
- Perform accurate oral and written translations from Pashto, Dari to English and vice-versa.
- Organize events and meetings (physical and virtual), take all necessary preparation, record and moderate discussions.
- Assist in developing training materials and support capacity-building initiatives for project partners and beneficiaries.
- Collect and compile data from partners and field activities for monitoring, evaluation, and reporting purposes.
- Document lessons learned, success stories, and best practices from project activities for knowledge sharing and reporting.
- Support in maintaining project databases and ensuring proper filing and management of digital and physical records.
- Track and monitor project implementation timelines and activities as per work plans and report potential delays or deviations.
- Assist in preparing presentations, briefs, and updates for internal and external stakeholders.
- Provide administrative and technical support to ensure the smooth execution of project activities.

Job Requirements:

Education: Bachelor's degree in environmental science, Agriculture, or any other relevant field.

Experience: Prior experience in project assistance, coordination, or related roles is preferred.

Skills:

- Strong organizational and coordination abilities.
- Excellent written and verbal communication skills in English, Pashto, and Dari.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to work collaboratively with diverse stakeholders.
- Strong analytical and problem-solving skills.

Deliverables

- Accurate and timely technical and event reports.
- Well-organized and documented meetings and workshops.
- Updated project records and databases.
- Contributions to project websites, social media pages, and communication materials.
- Data and insights for monitoring, evaluation, and reporting.

Submission Guideline:

Only short-listed candidates whose application responds to the above criteria will be contacted for the written test/interview. Interested candidates should fill the form in this link: <https://forms.gle/B9ByWsTn2qYCPV547>

Submission Email:

<https://forms.gle/B9ByWsTn2qYCPV547>

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
