

Project Manager (Global Fund Grant)



tvt07998@gmail.com

Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 10, 2024

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Employment Status : Full Time

Experience : Any

Salary : As per NTA

Gender : Any

Career Level : Any

Qualification :

Job Description

About BARAN:

Bu Ali Rehabilitation and Aid Network (BARAN) is a nongovernmental, non-political and independent organization. BARAN was established On 27.7.2006 and registered with the Ministry of Economy (MoEc), Ministry of Public Health (MoPH), Ministry of Education (MoE), Ministry of Labour, Social Affairs, Martyrs and Disabled (MoLSAMD) and Ministry of Women Affairs (MoWA) in order to deliver standard health care, social and educational services including conducting researches. Special attention is given for the community development by promoting capacity building programs.

Job Description:

Objective: *Lead, coordinate and monitor the Z grant activities as per approved/agreed workplan/budget.*

Duties and responsibilities:

- Develop project's annual workplan and performance framework disaggregated by provinces and disease components and aligned with grant's approved/agreed documents.
- Coordinate the Z-grant implementation with ANPASH, NTP, MVDP and other MoPH departments (AFDA, CBHC, CPHL, CMS, GFCU, HMIS and M&E)
- Coordinate the grant's activities with BPHS provincial office and make sure their active involvement and support in implementation.
- Ensure the implementation of Z grant intervention and activities compliant with UNDP and MoPH rules and SRs' policies.
- Routinely review the grant's programmatic and financial documents to ensure proper and timely implementation of activities.
- Facilitate and hold quarterly meetings (in Kabul) and ad-hoc virtual meetings with the project staffs at central and provincial levels to oversee project implementation.
- Prepare the programmatic report as per agreed template, timelines and frequencies and submit to UNDP along with its supporting documents (field data reports, consumption reports, M&E reports, training reports and others).
- Develop and submit project annual reports and project end-report in the agreed template and aligned with grant's timelines.
- Support the development of the FACE with finance colleagues to comply with UNDP rules and regulations and submit to UNDP as per agreed timelines and frequencies.
- Participate in all grant's related meetings with national stakeholders as mentioned under first bullet.
- Oversee and monitor grant implementation as per the submitted/agreed workplan in close coordination of UNDP program/M&E team and MoPH departments as above.
- Regularly review and analyze programmatic data (HIV, TB and malaria) to inform about gaps, deficiencies and devising timely corrective measures with the respective bodies/stakeholders.
- Make sure the assets under the grant are properly used and routine reports and statuses are shared with UNDP.
- Provide the necessary support to the provincial focal points on grant implementation and coordination with the national stakeholders at the provincial level.
- Liaise and coordinate component specific activities with respective Program Specialist/Analyst and M&E analyst at UNDP and respective MoPH departments
- Support procurement and office related supplies as per the organizations procurement policies.
- Facilitate and support regular supplies of the necessary commodities under the grant to the respective sites and prepare and submit stock status and consumption reports as per the recommended timelines.
- Assist and technically support conduction of grant related training activities in close coordination of UNDP and MoPH departments both at national and provincial levels.

Job Requirements:

- University degree in medicine/public health
- Two-year working experience with master's degree while four-year working experience with bachelor's degree in project management or M&E
- Experiences and knowledge from HIV, TB and malaria is preferred.
- Working knowledge of English and fluency in local languages (Dari and Pashto)
- Working knowledge of MS. Office (MS. Word, MS. Excel, and MS. PowerPoint)

Submission Guideline:

Interested and qualified candidates should submit an application letter with updated CV to our HR department only via email:

Note: please add the title of position, and province on which you apply for, in the subject line of your email.

Submission Email:

recruitment@baran.org.af

Education & Experience

Two-year working experience with master’s degree while four-year working experience with bachelor’s degree in project management or M&E

Must Have

University degree in medicine/public health

Educational Requirements

Compensation & Other Benefits
