

# Reporting Coordinator

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Web :



## Job Summary

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Vacancy :

Deadline : Nov 16, 2024

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Employment Status : Full Time

Experience : Any

Salary : As per organization's salary scale

Gender : Male

Career Level : Any

Qualification :

## Job Description

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### About Women for Afghan Women (WAW):

Women for Afghan Women (WAW) is a grassroots civil society organization dedicated to protecting and promoting the rights of disenfranchised Afghan women and girls in Afghanistan and New York. In particular, WAW works to help Afghan women and girls exercise their rights to pursue their individual potential to self-determination and to representation in all areas of life—political, social, cultural, and economic. WAW relentlessly advocates for women's rights and challenges the norms that underpin gender-based violence to influence attitudes and bring about change.

### Job Description:

#### Job Overview:

Women for Afghan Women (WAW) is a civil society organization dedicated to protecting and promoting the rights of disenfranchised Afghan women and girls in Afghanistan. In particular, WAW works to help Afghan women and girls exercise their rights to pursue their individual potential for self-determination and representation in all areas of life—political, social, cultural, and economic.

#### Summary Description:

The reporting coordinator is a full-time employee with a variety of responsibilities and leadership related to carrying out the mission and directing WAW's programmatic activities. He/she reports to the Country Director.

#### Job Responsibilities:

- Collect and verify data from various departments and stakeholders to include in reports, ensuring accuracy and relevance.
- Prepare monthly, quarterly and annual Program/project/center reports
- Develop and maintain standardized reporting templates to ensure consistency and compliance with organizational standards.
- Assist the development and reporting team in preparation of donor progress and need-based reports
- Coordinate reporting issues regularly to support and provide feedback to provincial and CSC managers to strengthen their programs and projects.
- Edit projects reports for development team as needed.
- Train province managers, database officers and other staff as needed on new tools to enhance their reporting system
- Provide direction to sub offices regarding MIS
- Coordinate the updating of databases with support of Province Manager input
- Maintain a secure, organized digital and physical archive of reports and supporting documents.
- Attending Coordinating meetings
- Collecting information and preparing success stories of the projects.
- The Reporting Coordinator will be responsible for filing all necessary program/project records/documents and maintaining proper files for all records.
- Develop regular updates on the program/Project activities and share with media team for official social media sites and websites.
- Provide full support to reporting and media team.
- Perform other tasks as needed and as directed by province manager

#### Job Requirements:

- Bachelor's degree or equivalent degree in Social Science, Management Science, Development Studies, Journalism, Political Science, or other relevant disciplines from a reputable university. A master's degree is preferred.
- Minimum 5 years of relevant experience.
- Great writing skills in English
- Ability to translate from English to Dari and Pashtu and vice versa.
- Ability to interview clients and beneficiaries and provide impact reports to demonstrate how WAW's efforts bring positive changes in the lives of families, women, and children.
- Discipline to respond to email inquiries on time and meet the reporting deadlines
- Reliable internet access at home and the ability to attend online meetings on evenings and weekends in Afghanistan.
- Understanding of the Western audience and the donor's reporting requirements.
- Photography skills and ability to take good photos that show the impact
- Prior donor reporting and media experience
- Willingness to travel to areas where WAW provides services to meet with staff and clients
- Understanding the privacy of clients, especially children, when preparing reports and taking photos.

#### Submission Guideline:

Interested Afghan applicants should submit a cover letter along with their CVs in one **PDF** file explaining their interest in and suitability for the position. Please indicate the vacancy number (**VA#1477 Reporting Coordinator/Kabul**) clearly in the cover letter and in the subject line of your email and send it to: [hr@womenforafghanwomen.org](mailto:hr@womenforafghanwomen.org)

**Note:** Kindly avoid sending your educational and work certificates at this stage of recruitment. Applications received after the closing date without mentioning the location in the subject line of the email will not be considered.

#### Submission Email:

[hr@womenforafghanwomen.org](mailto:hr@womenforafghanwomen.org)

**Education & Experience**

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Minimum 5 years of relevant experience. Bachelor’s degree or equivalent degree in Social Science, Management Science, Development Studies, Journalism, Political Science, or other relevant disciplines from a reputable university. Master degree is preferred.

**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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