

# Village Savings and Loans Association (VSLA) Officer

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Web :



## Job Summary

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Vacancy :

Deadline : Nov 03, 2024

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### About Women's Activities & Social Services Association (WASSA):

Women Activities & Social Service Association (WASSA) established in 2002 in Afghanistan, as non-governmental organization, committed to seeking ways for women empowerment in Afghanistan. WASSA aims to promote women equal participation in socio-economic sectors of the country. WASSA works directly with communities in order to bring change in social attitude of the community regarding women. An envision "Equal participation of women & men in all sectors of the country.

- **Equal Opportunities:** WASSA is dedicated to offering equal employment opportunities to all employees and qualified candidates, regardless of race, color, religion, gender, ethnicity, age, or disability.
- **Safeguarding and Conduct:** WASSA will contact previous employers to inquire about any history of sexual exploitation, abuse, or harassment during the candidate's employment, including incidents under investigation at the time the candidate left. Job offers are conditional on satisfactory reference checks. By applying, candidates confirm they understand and accept these procedures.
- **Final Selection:** The selected candidate must pass a background check and reference check. They will also be required to sign WASSA's Code of Conduct, PSEA (Prevention of Sexual Exploitation and Abuse), Safeguarding, and other relevant policies before receiving a final job offer/contract.

### Job Description:

- Develop a weekly plan and report
- Coordinate with the VSLA groups.
- Work on the VSLA database.
- Maintaining coordination and coordination between project and VSLA groups
- Facilitate planning, organizing, and management of VSLA
- Mobilize the VSLA groups when required
- Establish market linkage
- Regularly monitor and follow up and provide technical support to VSLA members and ensure quality practice and function per standard
- Success story [before success, service impact, after success]
- Exposure visit
- Database update
- Updating the VSLA database (profile/member) saving amount etc.
- Facilitate the savings of each group and record the savings
- Facilitate the loans of each group and record the loans
- Provide high-quality case studies, quotes, and photographs with the related departments/team
- Self-starter with high degree of resourcefulness requiring minimal supervision
- Attention to detail
- Perform any other tasks assigned by the project manager

### Job Requirements:

- Validated technical and professional skills in Village Savings and Loans Association (VSLA) are a plus.
- Relevant and effective communication and mobilization skills to work with the local community and other stakeholders.
- Project planning and implementation experience.
- Proficient in spoken and written English.
- Knowledge of English and the Local language of the region is advantageous.

### Submission Guideline:

- Interested qualified candidates should submit their information/request through this link (<https://airtable.com/appE8MXsKcSHOnA7i/shrhalh7yNb9HqcSi>).
- Academic certificates or references do not need to be submitted at this time. These will be requested if called for an interview.
- Only short-listed candidates will be invited for written tests and interviews upon project approve

### Submission Email:

<https://airtable.com/appE8MXsKcSHOnA7i/shrhalh7yNb9HqcSi>

**Education & Experience**

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Bachelor’s Degree in Business Administration and Economic

**Must Have**

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Having a minimum of 2 years of working experience in related/Similar field with NGOs/INGOs.

**Educational Requirements**

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**Compensation & Other Benefits**

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