

ACBAR Vacancy Format

	Job Category	Management Sciences
	Minimum Education level	Bachelor Degree , Master Degree is preferred
	Vacancy Number	HRM-016
	Position Title	Project Manager
	Organization	Coordination of Humanitarian Assistance (CHA)
	Duty Station	Kabul (Deh Sabz, Chahar Asyab, Khak Jabar, Musehi,Qara Bagh)
	City/province	Kabul (Deh Sabz, Chahar Asyab, Khak Jabar, Musehi,Qara Bagh)
	Contract type	Annual
	Contract Duration	1 year, can be extended
	Gender	Male / Female
	Salary Range	Salary and benefits according to internal CHA rule
	Announcing Date	19/04/2016
	Closing Date	30/04/2016
	Nationality	National
	No.jobs	1
	Job Type	Fulltime
	Shift	8:00 am to 5:00pm
	Job Status	Announced
	Experience	Minimum 5 Years
	<p>Background Coordination of Humanitarian Assistance (CHA) is non-governmental, non-profitable and non-political Afghan NGO, working since 1987 mainly in agriculture, health, education and infrastructure sectors in more vulnerable areas of the country. CHA is working through implementation of Emergency, rehabilitation and development projects for the emergency aid for war, famine and natural disaster effected families in the field, to assist with the rehabilitation of rural and urban life, and to work with communities for sustainable development in Afghanistan.</p> <p>Coordination of Humanitarian Assistant (CHA) is equal opportunity employers willing to have employees (Male & Female) in program that:</p> <ul style="list-style-type: none"> • Should be dynamic person with strong initiative • Professional attitude • Acts reliable, respects agreements, behaves honestly and loyally. 	
	<p>Duties & Responsibilities :</p> <p>The Project Manager will be part of CHA program management unit (PMU) team and will be responsible for the overall management of project implementation, including office establishment, staff recruitment, financial management, supervision and monitoring.</p> <p>The Project Manager under the supervision of the Education Sector Program Manager will perform the following responsibilities.</p>	

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Qualifications :

- Minimum Bachelor Degree
- Five years relevant management work experience. Experience in microfinance or livelihood related programs will be preferred.
- Fluency in Dari, Pashto is must and English is desirable
- Excellent interpersonal and communication skills, self-starter and able to work independently.
- Reasonable computer skills.
- Demonstrated attention to detail and proven ability to follow procedures, complete tasks, meet deadlines and work well under pressure in a cooperative, team oriented environment.

Specific Duties and Responsibilities:

- Develop a plan of action for the startup of the project initial activities.
- Conduct meetings with DAIL, district authority, other relevant Government officials and the local communities to explain the project objectives and implementation modality to them.
- Recruit qualified staff for the project implementation based on merits, makes sure that the recruitment process is aligned with CHA HR policy & procedures.
- Organize workshops and trainings for newly recruited project staff.
- lead the planning and implementation of project.
- Provide on time support in monitoring and supervision of the household survey and make necessary arrangement for poverty ranking in discussion with relevant project officer and the district manager of the project.
- Facilitate the definition of project scope, goals and deliverables
- Manage project budget
- Manage project resource allocation
- Provide direction and support to project team.
- Constantly monitor and report on progress of the project
- Conduct frequent travels to district to closely monitor project activities.
- Liaise with project stakeholders.
- Perform other tasks assign by the supervisor

Employee requirements:

- Minimum Bachelor Degree
- Five years relevant management work experience. Experience in microfinance or livelihood related programs will be preferred.

ACBAR Vacancy Format

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	<p>Knowledge and skills required:</p> <ul style="list-style-type: none">• Excellent knowledge of training• Have effective communication skills• Fluent in written and spoken Dari, Pashto and English language.• Able to work as a part of team in field.

Submission guidelines:

Interested and qualified candidates can submit an application letter along with his/her CV to the HR Department CHA main office Kabul through email address : admin@cha-net.org

Only those candidates who meet the qualification and requirements for the mentioned posts will be called for interview.

Contact Details:

Address: Charah-i-Qambar, Jim part, 5th District, CHA main office, Kabul Afghanistan

Mobile#: 0766558005-0766558001

Email: Email: admin@cha-net.org

ACBAR Vacancy Format

2	
Job Category	Social Sciences
Minimum Education level	Bachelor Degree , Master Degree is preferred
Vacancy Number	HRM-017
Position Title	Livelihood Specialist
Organization	Coordination of Humanitarian Assistance (CHA)
Duty Station	Kabul (Deh Sabz, Chahar Asyab, Khak Jabar, Musehi,Qara Bagh)
City/province	Kabul (Deh Sabz, Chahar Asyab, Khak Jabar, Musehi,Qara Bagh)
Contract type	Annual
Contract Duration	1 year, can be extended
Gender	Male / Female
Salary Range	Salary and benefits according to internal CHA rule
Announcing Date	19/04/2016
Closing Date	30/04/2016
Nationality	National
No.jobs	1
Job Type	Fulltime
Shift	8:00 am to 5:00pm
Job Status	Announced
Experience	Minimum 4 Years
Background	<p>Coordination of Humanitarian Assistance (CHA) is non-governmental, non-profitable and non-political Afghan NGO, working since 1987 mainly in agriculture, health, education and infrastructure sectors in more vulnerable areas of the country. CHA is working through implementation of Emergency, rehabilitation and development projects for the emergency aid for war, famine and natural disaster effected families in the field, to assist with the rehabilitation of rural and urban life, and to work with communities for sustainable development in Afghanistan.</p> <p>Coordination of Humanitarian Assistant (CHA) is equal opportunity employers willing to have employees (Male & Female) in program that:</p> <ul style="list-style-type: none"> • Should be dynamic person with strong initiative • Professional attitude • Acts reliable, respects agreements, behaves honestly and loyally.
Duties & Responsibilities :	

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	<p>The Livelihood Specialist will be part of the project team and will be responsible for the overall livelihood related activities of project implementation. He/she will report to project manager.</p>
	<p>Qualifications :</p> <ul style="list-style-type: none"> • Minimum Bachelor Degree • Minimum 4 years relevant livelihood work experience. • Fluency in Dari, Pashto is must and English is desirable • Excellent interpersonal and communication skills, self-starter and able to work independently. • Reasonable computer skills. • Demonstrated attention to detail and proven ability to follow procedures, complete tasks, meet deadlines and work well under pressure in a cooperative, team oriented environment. <p>Specific Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Conducting the necessary income generation enterprise training for the livelihood improvement of the beneficiaries. • Responsible for technical support to beneficiaries along with PO's (livelihood) • Preparing the target plan of the project activities for POs • Preparing and maintain all documents of his/her activities in the office • Visiting field, monitor the needs of the beneficiaries and enlist their information in given format and report to project manager. • Keeping a good relationship with all project staffs honoring the norms and values of Afghan society. • Provide training in small business management to the project beneficiaries • Provide training to the project beneficiaries in how to start their businesses and how to improve them. • Provide training to the project beneficiaries as how to boost their self-confidence. • Train project beneficiaries in developing business plan. • Provide basic financial literacy to the beneficiaries • Organize project beneficiaries in saving groups. • Encourage project beneficiaries to begin an appropriate savings. • Provide market intelligence to the project beneficiaries. • At the end of the project link the project beneficiaries to MFIs to receive loans for starting new businesses or expanding their existing businesses. • Visit beneficiaries on regular basis and provide professional input to them.

ACBAR Vacancy Format

	<p>Employee requirements:</p> <ul style="list-style-type: none">• Minimum Bachelor Degree• Four years relevant experience. Experience in microfinance or livelihood related programs will be preferred.• Fluency in Dari, Pashto is must and English is desirable• Excellent interpersonal and communication skills, self-starter and able to work independently.• Reasonable computer skills.• Demonstrated attention to detail and proven ability to follow procedures, complete tasks, meet deadlines and work well under pressure in a cooperative, team oriented environment.
	<p>Knowledge and skills required:</p> <ul style="list-style-type: none">• Excellent knowledge of training• Have effective communication skills• Fluent in written and spoken Dari, Pashto and English language.• Able to work as a part of team in field.

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ACBAR Vacancy Format

3		
	Job Category	Health
	Minimum Education level	Bachelor Degree , Master Degree is preferred
	Vacancy Number	HRM-018
	Position Title	Health Specialist
	Organization	Coordination of Humanitarian Assistance (CHA)
	Duty Station	Kabul (Deh Sabz, Chahar Asyab, Khak Jabar, Musehi,Qara Bagh)
	City/province	Kabul (Deh Sabz, Chahar Asyab, Khak Jabar, Musehi,Qara Bagh)
	Contract type	Annual
	Contract Duration	1 year, can be extended
	Gender	Male / Female
	Salary Range	Salary and benefits according to internal CHA rule
	Announcing Date	19/04/2016
	Closing Date	30/04/2016
	Nationality	National
	No.jobs	1
	Job Type	Fulltime
	Shift	8:00 am to 5:00pm
	Job Status	Announced
	Experience	Minimum 4 Years
	<p>Background Coordination of Humanitarian Assistance (CHA) is non-governmental, non-profitable and non-political Afghan NGO, working since 1987 mainly in agriculture, health, education and infrastructure sectors in more vulnerable areas of the country. CHA is working through implementation of Emergency, rehabilitation and development projects for the emergency aid for war, famine and natural disaster effected families in the field, to assist with the rehabilitation of rural and urban life, and to work with communities for sustainable development in Afghanistan.</p> <p>Coordination of Humanitarian Assistant (CHA) is equal opportunity employers willing to have employees (Male & Female) in program that:</p> <ul style="list-style-type: none"> • Should be dynamic person with strong initiative • Professional attitude • Acts reliable, respects agreements, behaves honestly and loyally. 	

ACBAR Vacancy Format

	<p>Duties & Responsibilities :</p> <p>The Health Specialist will be part of the project team and will be responsible for the overall livelihood related activities of project implementation. He/she will report to project manager.</p>
	<p>Qualifications :</p> <ul style="list-style-type: none">• Minimum Bachelor Degree• Minimum 4 years relevant work experience.• Fluency in Dari, Pashto is must and English is desirable• Excellent interpersonal and communication skills, self-starter and able to work independently.• Reasonable computer skills.• Demonstrated attention to detail and proven ability to follow procedures, complete tasks, meet deadlines and work well under pressure in a cooperative, team oriented environment. <p>Specific Duties and Responsibilities:</p> <ul style="list-style-type: none">▪ Conducting the necessary trainings on health related issues for project beneficiaries through POs (Health).▪ Responsible to coordinate with village level community leaders and people through POs (Health)▪ Conducting the necessary health related trainings and creates▪ The environment for the improvement of health related issues of the project beneficiaries through POs (Health).▪ Responsible to monitor and supervise the POs (Health) for informing project beneficiaries about government and other health facilities available locally.▪ Responsible for disseminating information among project beneficiaries about existing common diseases and about changing of food habits through POs (Health), in such cases he/she also disseminates the information.▪ Responsible to monitor and supervise the POs (Health) for▪ Providing Identity Cards to all project beneficiaries under his/her catchment area to facilitate their access to government hospitals.▪ Responsible to monitor and supervise the POs (Health) for providing essential health care services to project beneficiaries through community health volunteers.▪ Ensuring the health services to project beneficiaries through

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- POs (health) such as promotion of safe delivery practices, early and exclusive breast feeding, immunization, basic curative care, tuberculosis control, ARI, child health care services and home and personal hygiene through mobilizing Community Health Volunteers
- Responsible to facilitate the health services through POs
- Preparing and maintaining all documents of his activities in the office.
- Visiting field, monitoring the needs of the beneficiaries and enlist their information in given format and report to project manager.
- Maintaining beneficiaries training register.
- Monitoring the needs of the beneficiaries and enlist their information in given format and report to project manager.
- Perform other tasks assign by the Supervisor.

Employee requirements:

- Minimum Bachelor Degree
- Four years relevant experience. Experience in microfinance or health related programs will be preferred.
- Fluency in Dari, Pashto is must and English is desirable
- Excellent interpersonal and communication skills, self-starter and able to work independently.
- Reasonable computer skills.
- Demonstrated attention to detail and proven ability to follow procedures, complete tasks, meet deadlines and work well under pressure in a cooperative, team oriented environment.

Knowledge and skills required:

- Excellent knowledge of training
- Have effective communication skills
- Fluent in written and spoken Dari, Pashto and English language.
- Able to work as a part of team in field.

ACBAR Vacancy Format

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ACBAR Vacancy Format

4		
	Job Category	Social Mobilization
	Minimum Education level	Bachelor Degree , Master Degree is preferred
	Vacancy Number	HRM-019
	Position Title	Social Mobilization Specialist
	Organization	Coordination of Humanitarian Assistance (CHA)
	Duty Station	Kabul (Deh Sabz, Chahar Asyab, Khak Jabar, Musehi,Qara Bagh)
	City/province	Kabul (Deh Sabz, Chahar Asyab, Khak Jabar, Musehi,Qara Bagh)
	Contract type	Annual
	Contract Duration	1 year, can be extended
	Gender	Male / Female
	Salary Range	Salary and benefits according to internal CHA rule
	Announcing Date	19/04/2016
	Closing Date	30/04/2016
	Nationality	National
	No.jobs	1
	Job Type	Fulltime
	Shift	8:00 am to 5:00pm
	Job Status	Announced
	Experience	Minimum 4 Years
	<p>Background Coordination of Humanitarian Assistance (CHA) is non-governmental, non-profitable and non-political Afghan NGO, working since 1987 mainly in agriculture, health, education and infrastructure sectors in more vulnerable areas of the country. CHA is working through implementation of Emergency, rehabilitation and development projects for the emergency aid for war, famine and natural disaster effected families in the field, to assist with the rehabilitation of rural and urban life, and to work with communities for sustainable development in Afghanistan.</p> <p>Coordination of Humanitarian Assistant (CHA) is equal opportunity employers willing to have employees (Male & Female) in program that:</p> <ul style="list-style-type: none"> • Should be dynamic person with strong initiative • Professional attitude • Acts reliable, respects agreements, behaves honestly and loyally. 	
	<p>Duties & Responsibilities :</p> <p>The social mobilization Specialist will be part of the project team and will be responsible for the overall social mobilization related activities of project implementation. He/she will report to project manager.</p>	

ACBAR Vacancy Format

	<p>Qualifications :</p> <ul style="list-style-type: none">• Minimum Bachelor Degree• Minimum 4 years relevant work experience.• Fluency in Dari, Pashto is must and English is desirable• Excellent interpersonal and communication skills, self-starter and able to work independently.• Reasonable computer skills.• Demonstrated attention to detail and proven ability to follow procedures, complete tasks, meet deadlines and work well under pressure in a cooperative, team oriented environment.
	<p>Specific Duties and Responsibilities:</p> <ul style="list-style-type: none">• Facilitate organizing project related meetings with government and non-government organizations (NGOs), local community members, and other stakeholders.• Facilitate establishing social committees.• Empower the targeted communities through social mobilization to increase community awareness on the project aim, implementation processes and expected outcome.• Conduct visits to the target communities to obtain authorization and documentation for holding the project activities, and to get acquainted with the communities• Prepare list of all the poorest villages, visit them and build rapport with them followed by the project.• Ensure social security of the beneficiaries and the transferred assets• Create a positive and a coordinating environment for the beneficiaries in their villages• Lead and oversee all the project social mobilization and organization through direct supervision of project social organizers• Establish social networking among the project beneficiaries• Facilitate preparing community action plan• Prepare and maintain all documents of his/her activities in the office• Visit field, monitor the needs of the beneficiaries and enlist their information in given format and report to project manager• Provide on time and regular oversight to the project beneficiaries and visit/check up the animals of the project beneficiaries.• Perform other tasks assign by the Supervisor.
	<p>Employee requirements:</p>

ACBAR Vacancy Format

	<ul style="list-style-type: none">• Minimum Bachelor Degree• Four years relevant experience. Experience in microfinance or social mobilization programs will be preferred.• Fluency in Dari, Pashto is must and English is desirable• Excellent interpersonal and communication skills, self-starter and able to work independently.• Reasonable computer skills.• Demonstrated attention to detail and proven ability to follow procedures, complete tasks, meet deadlines and work well under pressure in a cooperative, team oriented environment.
	<p>Knowledge and skills required:</p> <ul style="list-style-type: none">• Excellent knowledge of training• Have effective communication skills• Have good social mobilization skills• Fluent in written and spoken Dari, Pashto and English language.• Able to work as a part of team in field.

Submission guidelines:

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Email: Email: admin@cha-net.org

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	Job Category	Agriculture/Livestock
	Minimum Education level	Bachelor Degree , Master Degree is preferred
	Vacancy Number	HRM-020
	Position Title	Livestock Specialist
	Organization	Coordination of Humanitarian Assistance (CHA)
	Duty Station	Kabul (Deh Sabz, Chahar Asyab, Khak Jabar, Musehi,Qara Bagh)
	City/province	Kabul (Deh Sabz, Chahar Asyab, Khak Jabar, Musehi,Qara Bagh)
	Contract type	Annual
	Contract Duration	1 year, can be extended
	Gender	Male / Female
	Salary Range	Salary and benefits according to internal CHA rule
	Announcing Date	19/04/2016
	Closing Date	30/04/2016
	Nationality	National
	No.jobs	1
	Job Type	Fulltime
	Shift	8:00 am to 5:00pm
	Job Status	Announced
	Experience	Minimum 4 Years
	<p>Background Coordination of Humanitarian Assistance (CHA) is non-governmental, non-profitable and non-political Afghan NGO, working since 1987 mainly in agriculture, health, education and infrastructure sectors in more vulnerable areas of the country. CHA is working through implementation of Emergency, rehabilitation and development projects for the emergency aid for war, famine and natural disaster effected families in the field, to assist with the rehabilitation of rural and urban life, and to work with communities for sustainable development in Afghanistan.</p> <p>Coordination of Humanitarian Assistant (CHA) is equal opportunity employers willing to have employees (Male & Female) in program that:</p> <ul style="list-style-type: none"> • Should be dynamic person with strong initiative • Professional attitude • Acts reliable, respects agreements, behaves honestly and loyally. 	
	<p>Duties & Responsibilities :</p> <p>The Livestock Specialist will be part of the project team and will be responsible for the overall livelihood related activities of project implementation. He/she will report to project manager.</p>	

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	<p>Qualifications :</p> <ul style="list-style-type: none">• Minimum Bachelor Degree• Minimum 4 years relevant work experience.• Fluency in Dari, Pashto is must and English is desirable• Excellent interpersonal and communication skills, self-starter and able to work independently.• Reasonable computer skills.• Demonstrated attention to detail and proven ability to follow procedures, complete tasks, meet deadlines and work well under pressure in a cooperative, team oriented environment.
	<p>Specific Duties and Responsibilities:</p> <ul style="list-style-type: none">• Assists the livestock aspects of the project in a proper and timely manner and according to the project work plan.• In close consultation with DAIL representatives and community representative select and purchase best assets for the beneficiaries of the project.• Make a constant home visit from the household beneficiaries and visit the animals and if found any problem such as diseases immediately report it to the near VFU.• Make sure that all basic necessary vaccine has been administered to the animals on timely fashion.• Frequently check the animal feedings and as well as the place where the animals are kept• Make sure the animals are safe and healthy kept.• Provide the project beneficiaries with more awareness and general knowledge as how healthy and safe their animals need to be feed and kept.• Introduce the project beneficiaries to the nearly located VFUs.• Provide the required/necessary training to the project beneficiaries, so that they should understand treatment and vaccination required for their animals.• Provide training to the program organizers for livestock and vet services.• Develop very simple training material for the project beneficiaries, so that they should easily understand the concept of the training.• Discuss with VFUs the provision of proper treatment to the animals of the project beneficiaries.• Provide on time and regular oversight to the project

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	<p>beneficiaries and visit/check up the animals of the project beneficiaries.</p> <ul style="list-style-type: none">• Make linkages of the project beneficiaries with the local VFUs.• Perform other tasks assign by the Supervisor. <p>Employee requirements:</p> <ul style="list-style-type: none">• Minimum Bachelor Degree• Four years relevant experience. Experience in microfinance or livestock related programs will be preferred.• Fluency in Dari, Pashto is must and English is desirable• Excellent interpersonal and communication skills, self-starter and able to work independently.• Reasonable computer skills.• Demonstrated attention to detail and proven ability to follow procedures, complete tasks, meet deadlines and work well under pressure in a cooperative, team oriented environment.
	<p>Knowledge and skills required:</p> <ul style="list-style-type: none">• Excellent knowledge of training• Have effective communication skills• Fluent in written and spoken Dari, Pashto and English language.• Able to work as a part of team in field.

Submission guidelines:

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Only those candidates who meet the qualification and requirements for the mentioned posts will be called for interview.

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