

ACBAR Vacancy Format

	Job Category	Health
	Highest Finished Education	Post graduate degree in health management
	Vacancy Number	HRM-51
	Title	BPHS Project Manager
	Organization	Coordination of Humanitarian Assistance (CHA)
	Duty Station	Farah province
	City/province	Farah
	Contract type	Annual
	Contract Duration	One year (extendable)
	Gender	Male
	Salary Range	Salary and benefits according to internal CHA rule
	Announcing Date	08/12/2014
	Closing Date	20/12/2014
	Nationality	National
	No.jobs	1
	Shift	Fulltime
	Job Status	8:00 am to 4:00pm
	Job Status	Interviewing
	Experience	4yers
	Background	
	<p>Background:</p> <p>CHA is an afghan National humanitarian nonprofit organization, Set up in 1987 working in deferent sectors such as Health, Education, Agriculture and other relief programs. CHA is a long-term partner of the Ministry of Public Health, Islamic Republic of Afghanistan for the implementation of Basic Package of Health Services (BPHS) in four provinces of Afghanistan (Farah, Ghor and Balkh provinces). Currently looking for qualified candidates for the position of BPHS Project Manager in Farah Field office.</p>	
	Duties & Responsibilities :	

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- 1) To Work closely with health sector management team in planning new projects.
- 2) To attend meetings with MoPH, partner organizations and other stakeholders for effective implementation of projects/programs.
- 3) To carry out frequent monitoring and supportive supervision visits to project sites.
- 4) To provide data for health sector management team for proposal writing.
- 5) To develop monitoring checklist.
- 6) To develop job description to project staff.
- 7) Analyzing of monitoring checklist and prepare feedback to project staff.
- 8) To provide monitoring narrative report and send to health sector coordinator.
- 9) To maintain the database of HMIS, also prepare project technical progress report if required.
- 10) To conduct trainings related to different category of Medical staff and Community Health Workers at the project site.
- 11) To maintain co-operation with other units, authorities, institution and NGOs.
- 12) To make emergency plan during an outbreak of communicable disease.
- 13) To be able to communicate the culture sensitive issues in a culturally accepted manners to the trainees.
- 14) To undertake other tasks/responsibilities as requested by the health coordinator.

Qualifications :

The successful applicants will need to address the following criteria:

- 1) Post graduate degree in health management or social sciences equivalent degree.
- 2) At least four years full time experience of managing BPHS or Similar health projects.
- 3) Training in project management, planning, M&E and report writing, is preferable
- 4) Proven communication skills in English language.
- 5) Must have an understanding and working experience of power point / Excel / Word, and internet
- 6) Excellent communication and interpersonal skills and ability to work and deal successfully in a multi-cultural environment.

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Submission guidelines :

Interested and qualified candidates should submit a possible Recommendation letter and 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: CHA main office, Kabul City

Mobile#: 0766558005-0787503543

Email: admin@cha-net.org