

ACBAR Vacancy Format

	Job Category	Health Care
	Education	14 Class graduate or above
	Vacancy Number	HRM (14)
	No of Jobs	(6) 1 person per district
	Title	District Coordinator (IHSAN Project)
	Organization	Coordination of Humanitarian Assistance (CHA)
	Duty Station	Farah Center, Lash Wa Jowain, Qala e Kah Pusht e Koh, Qala e Kah Shieb e Koh, Anardara and Pusht e Roud Districts
	City/province	Farah Province
	Contract type	Annual
	Contract Duration	One year (extendable)
	Gender	Male/Female
	Salary Range	Salary and benefits according to internal CHA rule
	Announcing Date	25/01/2017
	Closing Date	05/02/2017
	Nationality	National
	Shift	Fulltime
	Job Status	8:00 am to 4:00pm
	Job Status	Interviewing
	Experience	one year experience
	Background	
	<p>Background:</p> <p>Coordination of Humanitarian Assistance (CHA) is a non-profit organization established in 1987 by a team of Afghan volunteers, registered with the Ministry of Economy of the Islamic Republic of Afghanistan. CHA is multi sectoral organization implementing Health & Nutrition, Education, Agriculture, Rural Development/ Social Protection and Disaster Risk Reduction projects in different provinces of the country.</p> <p>Currently CHA looking for qualified candidates for the position of district coordinator in Farah, province(Farah Center, Lash Wa Jowain, Qala e Kah Pusht e Koh, Qala e Kah Shieb e Koh, Anardara and Pusht e Roud) to ensure the sufficient implementation of IHSAN project in the relevant districts.</p>	
	Duties & Responsibilities:	

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	<ul style="list-style-type: none">• Manages and delegates the duties of all staff related to the program at district level.• Arrangement of monthly plan in order to achieve program target in district level.• Preparing of staff work plan and follow up activities in field.• Supervision of staff performance during project implementation• Strong communication system with provincial manager.• Responsible to answer related stockholders feedbacks or consideration.• Ability to study and process the IHSAN project plans at district level.• Strengthen contribution and relationship among community and GIROA.• Provide financial, logistical and administration facilities for all projects on time.• Participate in trainings and meetings facilitate by field office or main office.• Regular monitoring system from sub projects in monthly base according to plan• Maintain and ensure that, Community Participatory Monitoring CPM is active and manage them directly by regular monitoring.• Coordinating the Implementation of the CLTS, NERS programs in the district level with the local authorities and community.• Identifying of project problems with solution• Provide written weekly and monthly activity reports base on project to program manager.• Obey CHA rules and regulations.• Any other duties or tasks assigned by org.
	<p>Qualifications: The successful applicants will need to address the following criteria:</p> <ul style="list-style-type: none">• Excellent understanding in field of project implementation.• Well knowledge in project management.• Ability in planning and reporting system.• Have effective communication skills• Fluent in written and spoken Dari, Pashto and local languages.• Ability to use computer and have knowledge in MS office.• Able to work as a part of team in field.• Ability to travel to provinces, districts and targeted villages.• Ability to work independently self-motivated and organizes its own time and work independently.

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Submission guidelines:

Interested and qualified candidates should submit a CV to the HR Department CHA Farah office through email address farah-admin@cha-net.org or hard copy to Farah office. The relevant districts candidates are encouraged to apply.

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

Contact Details:

Address: CHA Farah office, Farah city

Mobile#: 0766558121, 0766558122

Email: farah-admin@cha-net.org

Email: admin@cha-net.org