

ACBAR Vacancy Format

	Job Category	Health
	Minimum Education level	Graduate from Medical University (MD)
	Vacancy Number	HRM-53
	Position Title	Health Technical Officer
	Organization	Coordination of Humanitarian Assistance (CHA)
	Duty Station	Kabul Province with frequent field trips
	City/province	Kabul
	Contract type	
	Contract Duration	One year with possibility of extension.
	Gender	Male/female (female preferred)
	Salary Range	Salary and benefits according to internal CHA rule
	Announcing Date	02/07/2017
	Closing Date	10/07/2017
	Nationality	Afghan
	No.jobs	2
	Job Type	Fulltime
	Shift	8:00 am to 5:00pm
	Job Status	announced
	Experience	5 years
	Background	
	<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, Faryab' and Balkh provinces). Currently looking for qualified candidates for the position of Health Technical Officer in Kabul office.</p>	
	Duties & Responsibilities :	
	<ul style="list-style-type: none"> - Overall management of the projects at the central level and to guide and lead the project technically. - To carry out frequent monitoring and supportive supervision visits to project sites. - Analyzing of monitoring checklist and prepare feedback to project staff. - To provide data for health sector management team for proposal writing. - Develop the scope of services and operating procedures including monitoring tools and forms. - Develop and oversee monthly and annual work-plans and set M&E indicator of the project activities. - Development of uniformed checklists for provinces and projects for monitoring and supervision. - working with provinces on the capacity building of provincial team in Monitoring and Evaluation of projects - To develop training materials and tools and guidelines. 	

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	<ul style="list-style-type: none">- To develop job description to project staff.- To Maintain and update the database of HMIS and EPI, also prepare project technical progress report.- Coordination with MoPH, UN agencies, partner organizations and other stakeholders for effective implementation of projects/programs.- To maintain co-operation with other units, authorities, institution and NGOs.- To be able to communicate the culture sensitive issues in a culturally accepted manners to the trainees.- Submission of program updates, inception, monthly, quarterly and final project reports based on agreed timelines- To undertake other tasks/responsibilities as requested by the health coordinator.
	<p>Qualifications :</p> <p>The successful applicants will need to address the following criteria:</p> <ol style="list-style-type: none">1) Graduate from a recognized Medical University.2) At least five years full time experience in management of health projects.3) Work experience with other health organization.4) Technical and managerial skills.5) Excellent knowledge of English (Written, spoken and understanding),6) Excellent communication and interpersonal skills and ability to work and deal successfully in a multi-cultural environment.

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, driqbal@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#: 0729128405

Email: admin@cha-net.org; driqbal@cha-net.org

Contact Details:

Address: Farah City third district Agricultural Bank Roud Street # 9

Mobile# 0729128468