



(CHA)

Coordination of Humanitarian Assistance

ACBAR Vacancy Format

Job Category	Program
Minimum Education level	BBA, BA, or B.Sc. from a recognized university
Vacancy Number	14
Position Title	section manager, planning and evaluation
Organization	Coordination of Humanitarian Assistance (CHA)
Duty Station	Kabul
City/province	Kabul
Contract type	Annual
Contract Duration	One year with two months probationary period
Gender	Male/Female
Salary Range	Salary and benefits according to internal CHA rule
Announcing Date	15/09/2014
Closing Date	18/09/2014
Nationality	National
No.jobs	1
Job Type	Fulltime
Shift	8:00 am to 5:00pm
Job Status	Announced
Experience	4 years

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.

Coordination of Humanitarian Assistant (CHA) is equal opportunity employers willing to have employees (Male & Female) in program that:

- Should be Dynamic person with strong initiative
- Professional attitude
- Acts reliable, respects agreements, behaves honestly and loyally.

Duties & Responsibilities :

- Facilitation of strategic planning process and review
- Leading of organization annual planning and budgeting based on CHA strategic plan
- Proposal development and budgeting
- Attending to the pre proposal conferences.
- Studying and reviewing of project contracts and notation of key point of the contract and share with related departments.
- Preparation of approved project logistic plan with coordination of project implementation section.
- Preparation of ToR for contract out of some assignment and follow up.
- Facilitation of external assessments
- Conducting of projects internal evaluation according to the need and MD views.
- Searching project opportunities through web and media releases
- Develop the relevant applications as:
 - Concept notes
 - Proposals both financial and technical parts
 - Expression of interest
 - Follow up of the applications with donor agencies
 - Negotiate on behalf of the organization and defend the applications
 - Communicate with donor agencies regarding the projects;
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- Any other duties or tasks assigned by org.

Qualifications :

- BBA, BA, or B.Sc. from a recognized university with at least 4 years of experience in proposal writing and/or business development; master's degree and higher experience will be preferred.
- Excellent communication skills both oral and written in English and Dari/Pashtu languages
- Excellent writing skills in English language, ideally academic writing
- Organizing and planning skills
- Excellent interpersonal and team playing skills
- Task and deadline oriented
- Be able to manage higher workloads within the tight deadlines
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Submission guidelines:

Interested and qualified candidates should submit a possible Recommendation letter and CV to
The following Address:

HR Department of CHA main office Kabul Afghanistan

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

Contact Details:

Address: CHA compound in front of DAWAT university, Charahi Qambar road, Khushal Khan Mena, Part (Jeem), Kabul City

Mobile#: 0766558005- 0766558001

Email: admin@cha-net.org :

Notice: Academic job documents are not needed with application, but will be requested if called for interview.