



Shuhada Organization

Working For a Better Tomorrow

Job Announcement

Vacancy No:	Kbl-16-2010
No of Post:	1 Female/Male
Post Title:	Program Officer
Location:	Kabul
Salary:	Negotiable
Announcing Date:	10.02.2010
Closing Date:	25.02.2010

Shuhada Organization is a non-profit, non-political, and non-governmental organization dedicated to the welfare and progress of Afghan citizens with a primary focus on the empowerment of women and children.

Shuhada Organization was founded by Dr. Sima Samar with the establishment of its first hospital in Quetta, Pakistan in 1989. The hospital was established to address the total absence of reproductive health care for Afghan women refugees living in Pakistan where over four million refugees fled Afghanistan during the Soviet Invasion and subsequent civil war.

Shuhada Organization has been extending its activities in different provinces of Afghanistan in the thematic areas of health and health education, human rights, education, shelters and orphanages, sustainable livelihood programs, literacy training programs, research and capacity-building.

With twenty-one years of service, Shuhada Organization is one of the oldest NGOs currently operating in Afghanistan.

Duties and Responsibilities:

- ✓ Develop proposals & reports.
- ✓ Maintain communication with field project staff & provide them with project related info & guidance.
- ✓ Collect required information about each project under his/her supervision on timely manner.
- ✓ Making sure that the reports are provided efficiently and on time for the final version
- ✓ Maintaining a good record/filing of the projects.
- ✓ Conduct field visits to monitor the project as per requirement.
- ✓ Translate the documents from English to Dari & vice versa.
- ✓ Develop monthly action plane with the help of program manager.
- ✓ Do other duties as per requirement.

Required Qualifications:

- ✓ Graduated from any registered university.
- ✓ Good command on English & Dari.
- ✓ Adequate experience on program related jobs particularly project management.
- ✓ Good team player in the organization.
- ✓ Able to travel in the field

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You can send your application as hard copy to the bellow address

Address: Shuhada Organization, Karteh 3, Pul-e- Surkh, Behinde Umar Jan Qandahari Masque, Kabul, Afghanistan.

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