



# Counterpart International

## *Initiative to Promote Afghan Civil Society (I-PACS)*



### JOB ANNOUNCEMENT

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<b>TITLE:</b>	Administrative Assistant (Female / Male)
<b>POSITION:</b>	1 (One)
<b>REPORTS TO:</b>	HR/Admin Manager
<b>LOCATION:</b>	Kabul
<b>LENGTH OF CONTRACT:</b>	9 Months (with possible extension)
<b>ANNOUNCE DATE:</b>	07 Dec, 2009
<b>CLOSING DATE:</b>	21 Dec, 2009

**Organization Background:** Counterpart International is implementing the Initiative to Promote Afghan Civil Society (I-PACS) program funded by USAID. The main goal of the program is to increase the role and viability of civil society in Afghanistan by providing capacity building, training and small grants to civil society organizations showing potential to be sustainable, effective organizations.

#### **Over all Responsibilities**

The Admin Assistant is responsible for front office operations and activities; this includes receiving visitors and receiving/forwarding mail. The Admin Assistant is also responsible for stationery store. The Admin Assistant reports to HR/Administration Manager

#### **Specific Duties**

- Control and maintain accurate log track for telephone. Recording personal calls made by staff members.
- Receiving and attending to all visitors of Counterpart International and directing them to proper offices after enquiry of their appointments.
- Responsible for preparing, dispatching and receiving of the Counterpart International mail. Distribute mails to staffs.
- Responsible for the office notice board; posting of information, clearing old information, proper arrangement
- Maintain key registers, locks and master keys for all facilities
- Maintain confidentiality regarding all information accessed by virtue of duties and responsibility, which are yet to be made public.
- Ensure that the meeting room is well maintained and clean.
- Ensure that the store is well maintained and clean, inside and outside, all goods in store should be safely stored, properly arranged and accessible.
- To issue goods following proper store regulations, first in first out and goods near to expiry date to be issued next.
- To maintain proper and updated records of items kept in store.
- To keep the management well informed about the minimum stock balance in relation to consumption rate. Advise relevant section to reorder stock.
- Conduct regular physical stock counts and produce a monthly stock inventory and keep the inventory list updated.
- Photo copying of all official documents.
- Update monthly leave records and following with leave requests
- Keeping records of staff time sheets
- Supervising all cleaners and cooks
- Any other duties as assigned by your supervisor

**Requirements:**

- High School education and experience in secretarial duties and office management. At least 1 year experience with an International NGO.
- Computer skills (Word, Excel and Internet) is an added advantage
- Good command of English, Dari and Pashtu
- Good organizational and communication skills.
- Flexibility: ability to work under pressure and in a multi-cultural environment with respect and professionalism

**Counterpart International is an Equal Opportunity Employer.** All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.

**Applications: Qualified** candidates are requested to send their applications along with copies of their CVs to the attention of the Admin Department at the following address and should be by E mail only to: [waise@counterpart-afg.org](mailto:waise@counterpart-afg.org) .

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