



Counterpart International

Initiative to Promote Afghan Civil Society (I-PACS)



JOB ANNOUNCEMENT

TITLE:	Program Support Coordinator (Male/Female)
POSITION:	1 (One)
REPORTS TO:	Deputy Chief of Party
LOCATION:	Kabul
LENGTH OF CONTRACT:	9 months (with possible extension)
ANNOUNCE DATE:	9, Dec, 2009
CLOSING DATE:	19, 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. www.counterpart-afg.org

Specific Duties

- Maintain COP and DCOP schedule of meetings/events, and arrange necessary documents for such meetings.
- Schedule meetings and make telephone calls on behalf of COP and DCOP.
- Receive and accompany visitors to COP and DCOP office, and act as interpreter during meetings.
- Responsible for taking minutes at management and staff meetings and other meetings as asked by the COP and DCOP, and distribution of the minutes to the relevant members.
- Maintain & update filing system of COP and DCOP.
- Liaise with Admin Officer regarding facilities, COP and DCOP needs.
- Manage the COP and DCOP office internal and external, ensuring a collegial, open, and communicative environment with an emphasis on professionalism and teamwork.
- Provide administrative support to the COP and DCOP or their-designated offices as required.
- Maintaining confidentiality regarding all information accessed in performing the job, and holding all communication and correspondence with (and from) the COP and DCOP in confidence.
- Coordinate COP and DCOP travel arrangements with security department and administration, travel agencies and others as requested.
- Coordinate with other departments when information is needed for COP, DCOP and USAID.
- Assist with proposal writing and budgeting.
- Support Program Coordinator in compiling bi-weekly and monthly reports from internal departments.
- Attend I-PACS directors, managers and other meetings as instructed by COP or DCOP.
- Perform liaison duties with STEP/IFES & I-PACS partner organizations.
- Keep lists of names, addresses, and telephone numbers of I-PACS partners, contacts.

Requirements:

- University degree.
- Experience working programmatically with an international NGO and expatriate staff.
- Experience performing administrative, scheduling and translation.
- Fluency in English and Dari necessary, and Pashtu preferred.
- Computer skills and ability to use Word, Excel, Outlook, Project, PowerPoint
- Excellent organizational, communication, and interpersonal skills.
- Desire to learn and demonstrated flexibility in a dynamic multicultural work environment:

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. Please submit applications to below listed address or email to waise@counterpart-afg.org.

Counterpart International

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