

Job Title: Capacity Building Officer

Job Location: Kabul.

Nationality: Afghan.

Category: General.

Employment Type: Full Time.

Salary: As per NTA.

Vacancy No.: (_____)

No. of Jobs: 1.

City: Kabul.

Organization: Ministry of Martyrs and Disabled Affairs.

Years of Experience: 4 Years

Contract Duration: 7 Months.

Gender: Male/Female

Education: Bachelor's Degree (Masters Preferable)

Closing Date: (_____)

About Ministry of Martyrs and Disabled Affairs:

After the coupon 27 April 1978, some government officials including military officials, civil servants, and low-ranked employees who were martyred and killed in conflicts were provided with their rights without considering their ranks and grades during their tenures through the general directorate of pension.

As war continued to perpetuate, the process of providing services to the martyred continued, thus in 1990 the authority was separated from the general directorate of pension and started operating as an independent directorate for martyrs and disabled under the office of vice-president. Later, in April 1992 in an effort to pay homage to the holy Jihad of the brave Afghan people the authority was promoted to the status of a ministry that started functioning with the registration of martyrs and disabled addressing needs of martyrs and PwDs across the country. During the Taliban era in 1996, the directorate was merged into the Ministry of Refugees and Returnees where it continued to function as a deputy minister. In 2002, during the transition period, the directorate was once again promoted to the status of a ministry called "Ministry of Martyrs and Disabled". In 2006, the ministry was merged into the ministry of Labor and Social Affairs and was collectively called Ministry of Labor, Social Affairs, Martyrs, and Disabled "MoLSAMD". Under the ministry, affairs related to martyrs and people with disabilities were managed through a deputy ministry.

On 07 October 2019, the deputy minister was separated from MoLSAMD and became National Support Authority for Martyrs and People with Disabilities through a presidential decree issued with serial number 75. The authority started functioning in the light of the enacted national laws aimed at serving people who have given up on their lives or have lost family members.

Subsequently, the authority was promoted to State ministry for Martyrs and Disabled Affairs through a presidential decree issued with serial number 132 on 19 January 2019 and is currently functional as Ministry of Martyrs and Disabled Affairs.

Job Description:

- Identifying training requirements-both fresh and refresher at all level for various functionaries.
- Provide technical support in reviewing and designing curriculum for training manuals.
- Help maintains database of trainers and other resource persons.
- Promotes the vision, mission, and strategic goals of ESRDP.
- Promotes a knowledge sharing and learning culture in the MMD environment.
- Ability to lead implementation of initiatives.
- Ensure proper documentation of all training and capacity building session, keep track of the attendance sheets, training reports, training tracker and fill in the training database for trainings.
- Knowledge of Afghan law and requirements for policies
- Ability to communicate meeting details and other information to colleagues and management
- Ability to estimate time needed for work and budgets for training and/or travel
- Ability to review documents and procedures then approve or recommend improvements

Job Requirement:

- Bachelor degree masters preferred .
- 4 years of relevant experience or managerial.
- Excellent language proficiency in spoken and written, Pashto, Dari, and English.
- Establish and build effective working relationships with staff and partners.
- Educated in the use of all standard Microsoft Office software essential experience in the use of MS Access and online databases essential.
- Strong oral communication skills.
- Punctual accurate and honest.

Submission Guideline:

While sending your CV & Cover letter, please mention the vacancy number and position in the subject line, application received after the closing date and without subject line will not be given consideration. No other document is needed to be submitted unless invited for an interview.

Note: Only short listed candidates whose application responds to the above criteria will be contacted for written test /interview. Interested candidates should send their Application In (Doc and PDF) Format to: hr.mmd1397@gmail.com

Female candidates are highly encouraged to apply

Submission Email:

Hr.mmd1397@gmail.com