

Job Title: Reporting and Program 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 Preferred)

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:

- Understanding organizational goals and objectives and creating programs that adhere to these guidelines
- Implementing programs and projects to help organizations meet goals and objectives
- Apply project management knowledge regarding development, staffing, budgeting and scheduling
- Developing relationships with various community, governmental and other nonprofit organizations to raise funds and awareness and build resources
- Develop partnerships with other funding agencies to support project activities,
- Makes suggestions to improve the efficiency and effectiveness of current reporting processes
- Gathers and organizes data to create reports from integrated systems.
- Reviews data to ensure accuracy and validity for reports.
- Consults with organization to respond to ad hoc reporting requests.
- Generates reports to distribute to community and business units.
- Runs queries of data to satisfy user needs.
- Reviews data entered into systems to ensure accuracy of data.
- Provides data entry assistance to the organization to improve efficiency.
- Confers with management to respond to questions and concerns from various business units within the organization in a timely manner.

Job Requirement:

- Bachelor degree masters preferred .
- 4 years Managerial and relevant experience.
- 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