



Mhair Education Health & Human Rights Organization

Human Resource Department

STAFF REQUISITION FORM

POSITION INFORMATION

Vacancy Number:	MEHHRO/HR-1008
Position Title:	Project Manager
Organization:	Mhair Education Health & Human Rights Organization
Location:	Based in Kabul and Travels will be required to Logar, Wardak, and Parwan Provinces
Duration	12 Months
No. of Position:	1
Type of Position:	Full Time
Nationality:	Afghan
Salary Scale:	Based on HR Salary Scale Policy
Gender:	Male
Announcing Date:	May 15, 2022
Closing Date:	May 25, 2022
Submission Email:	hr@mehhro.org

Organization Background:	<p>MEHHRO; Mhair Educational, Health and Human Rights Organization (MEHHRO) is a non-profit and non-political organization, implementing Education, Health, WASH, Livelihood, Relief, Peace Building and Conflict Resolution Programs across Afghanistan. It was established in 2002 by Afghan intellectual and veteran group of youth with the beliefs of meaningful empowerment and a better future is possible. It is registered with ministry of economy and the registration number is; 480. MEHHRO, based on our past 20 years work experience in the field of humanitarian and community development, strongly believe that human development and alleviation of human suffering can best be addressed and healed through humanitarian cooperation and partnership within a transparent, accountable and well-defined frame of action for common human goals and purposes.</p>
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Purpose of the Position:	<p>The Project Manager is responsible for planning, overseeing, implementation, reporting of COVID-19 advocacy project activities from the project inception through the project completion. He will communicate with various project stakeholders including Donor, Provincial Health Directorates, Community Elders, Mala Imams, & project beneficiaries to keep everyone on board. Likewise, he will be responsible to deliver projects on time, within budget and with the desired outcomes aligned to project objectives.</p>
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<p>Job Summary</p>	<p>Principal Duties and Responsibilities;</p> <ul style="list-style-type: none"> • To Lead the COVID-19 diagnostic testing and linkage Project to care and treatment Afghan people in Logar, Parwan, and Wardak Provinces with high level commitment. • To coordinate project activities in collaboration with local government and community in either of the above three provinces. • Project manager is responsible to write Audio and Video scripts for COVID-19 Advocacy Projects. • Design and development of COVID-19 Advocacy Posters, Banners, Leaflets and Publication Materials. • To prepare ToT training materials including handouts, presentation for provincial and district people. • To prepare and provide ToT trainings for provincial and district people. • To prepare and develop MoUs, and Contracts, for project stakeholders. • Organize and conduct stakeholder coordination meeting. • Project Manager will be responsible to support the project coordinator for the community mobilization during the overall implementation process. • To select beneficiaries, carry out coordination with authorities such as in-line departments, local security official for safe delivery of the activities and local officials such as head of districts and villages. • Support the project manager to train local community members targeted by the project. • To conduct project activities on time and provide regular reports to the main office. • To coordinate and conduct the baseline and end line assessments on the spot monitoring and post-implementation monitoring. • To provide capacity building trainings for staffs, ensure safety and security situations of staffs and coordinate the overall management of the project. • To manage the project monitoring, community training, regular meetings, communicating with government line, conduct review meeting with partners and ensure the community wellbeing through timely communication considering social norm. • To develop and prepare regular reports including monthly, Quarterly, Bi-Annual and Final Report. • Supervision and monitoring of all project activities. • Any other relevant tasks assigned.
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<p>Qualifications:</p>	<ol style="list-style-type: none"> 1. Master's degree in rural Development, Project Management, Economics, Social Science, social work, Public Health, MBA, Law, or any related profession preferably development & emergency programs. 2. Technical and practical capacity in program planning, Implementation, monitoring, reporting, experience sharing, reflection and evaluation tasks of the project. Apart from that capacity building, experience in managing cluster meetings, community and donors' meetings is very important capacity highly required. 3. Experience in Capacity building and adequate knowledge in Advocacy activities and community mobilization. 4. Excellent written and oral English language skills including Dare and Pashtu. 5. Minimum of 7 years of relevant work experience to in the project/program management field. 6. Previous coordination/management experience is very inevitable. 7. Previous experience with Agencies like WHO, Health clusters, National NGOs is an asset.
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	8. Structured, organized and self-driven and motivated to lead his team and himself to deliver output. 9. Excellent in communication, Planning, decision making and coordination skills. 10. Have proven Ability to build other people’s capacity and team Player. 11. Good understanding of community’s Culture and current economic crisis. 12. Committed to dwell and work in those above mentioned provinces 13. Ability to travel & work at field.
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Computer Skills:	1. Microsoft Office 2. ERP
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Reporting:	The Project Manager will report to Program Director
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Submission Guideline:	Interested candidates, who meet the above-mentioned requirements/qualifications, should submit an up-to-date Resume/CV, with a Letter of Interest, via email to the following e-mail address: hr@mehhro.org no later than May 25, 2022 . Mention the Position Title, vacancy number & the province where you are applying on your subject line and Letter of Interest. i.e. (Project Manager – MEHHRO/HR-1008 – Province Name) . Interested candidates from the mentioned province are highly chanced for shortlisting. Only shortlisted candidates will be contacted.
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SIGNATURE APPROVAL

HR Signature	Program Director Signature
Director Approval	