



# Mhair Education Health & Human Rights Organization

## Human Resource Department

### STAFF REQUISITION FORM

#### POSITION INFORMATION

<b>Vacancy Number:</b>	MEHHRO/HR-1007
<b>Position Title:</b>	Project Coordinator
<b>Organization:</b>	Mhair Education Health & Human Rights Organization
<b>Location:</b>	Logar, Wardak, and Parwan Provinces
<b>Duration</b>	10 Months
<b>No. of Position:</b>	3
<b>Type of Position:</b>	Full Time
<b>Nationality:</b>	Afghan
<b>Salary Scale:</b>	Based on HR Salary Scale Policy
<b>Gender:</b>	Male
<b>Announcing Date:</b>	May 15, 2022
<b>Closing Date:</b>	May 25, 2022
<b>Submission Email:</b>	<a href="mailto:hr@mehhro.org">hr@mehhro.org</a>

<b>Organization Background:</b>	<p><b>MEHHRO;</b>  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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<b>Purpose of the Position:</b>	<p><b>Project Coordinator</b> is responsible to coordinate the COVID-19 advocacy project activities, ensuring the schedule, and details of a given task are well organized. They communicate with various project stakeholders including Provincial Health Directorates, Community Elders, Mala Imams, &amp; project beneficiaries to keep everyone on board. In addition, they organize reporting, plan meetings and provide updates to project managers.</p>
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<b>Job Summary</b>	<b>Principal Duties and Responsibilities;</b> <ul style="list-style-type: none"> <li>• Support the project manager to Lead the COVID-19 diagnostic testing and linkage Project to care and treatment Afghans with high level commitment.</li> <li>• Regularly support the project manager to coordinate project activities in collaboration with local government, and community.</li> <li>• Support the project manager to Coordinate and lead the implementation of the project activities and ensure safe delivery of the activities as per the project implementation plan in assigned Provinces.</li> <li>• Support the project manager 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.</li> <li>• To create and train local community members targeted by the project.</li> <li>• To make project activities are conducted on time and provide regular reports to the Project Office.</li> <li>• Coordinate and conduct the baseline assessments, on the spot monitoring and post-implementation monitoring.</li> <li>• To ensure the capacity building of staffs, safety and security, overall management of the all staff involved in the project.</li> <li>• Responsible to manage the project monitoring, provide technical support, training and capacity building, assign daily task and conduct M&amp;E supervisions.</li> <li>• Produce regular reports including monthly, Quarterly, Bi-Annual and Annual project report and share with responsible national team.</li> <li>• Any other related to the project activities assigned by the Project Manager.</li> </ul>
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<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. University Degree Economics, Social Science, social work, Public Health, BBA, Law, or any related profession preferably development &amp; Emergency programs.</li> <li>2. Technical and practical capacity in program planning, Implementation, monitoring, reporting, experience sharing, reflection and evaluation tasks of the project. Apart that capacity building, Experience in managing cluster meetings, community and donors' meetings is very important capacity highly required.</li> <li>3. Experience in Capacity building and adequate knowledge in rural Development, Advocacy activities and community mobilization.</li> <li>4. Excellent written and oral English language skills including Dari and Pashtu.</li> <li>5. Minimum 3 years of relevant work experience to in project or program management to ensure all these set of processes.</li> <li>6. Previous coordination/management experience is very inevitable.</li> <li>7. Previous experience with Agencies like WHO, Health clusters, National NGOs is an asset.</li> <li>8. Structured, organized and self-driven and motivated to lead his team and himself to deliver output.</li> <li>9. Excellent in communication, Planning, decision making and coordination skills.</li> <li>10. Have proven Ability to build other people's capacity and team Player.</li> <li>11. Good understanding of community's Culture and current economic crisis.</li> <li>12. Committed to dwell and work in those above mentioned provinces</li> <li>13. Ability to travel &amp; work at field.</li> </ol>
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<b>Computer Skills:</b>	<ol style="list-style-type: none"> <li>1. Microsoft Office</li> <li>2. ERP</li> </ol>
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<b>Reporting:</b>	The Project Coordinator will report to Project Manager
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<b>Submission Guideline:</b>	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: <a href="mailto:hr@mehhro.org">hr@mehhro.org</a> no later than <b>May 28, 2022</b> . Mention the Position Title, vacancy number & the province where you are applying on your subject line and Letter of Interest. i.e. <b>(Project Coordinator – MEHHRO/HR-1007 – Province Name)</b> . Interested candidates from the mentioned province are highly chanced for shortlisting. You can only apply for one province at a time. Mention where you are living currently in your Letter of Interest. Your local presence and understanding the local language and situation is an asset. Only shortlisted candidates will be contacted.
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**SIGNATURE APPROVAL**

<b>HR Signature</b>	<b>Program Director Signature</b>
<b>Director Approval</b>	