



Mhair Education Health & Human Rights Organization

Human Resource Department

STAFF REQUISITION FORM

POSITION INFORMATION

Vacancy Number:	MEHHRO/HR-1019
Position Title:	Program Assistant
Organization:	Mhair Education Health & Human Rights Organization
Location:	Kaul
Duration	1 Year
No. of Position:	1
Type of Position:	Full Time
Nationality:	Afghan
Salary Scale:	NTA Salary Scale (Step 1, Grade E)
Gender:	Male/Female
Announcing Date:	August 07, 2022
Closing Date:	August 17, 2022
Submission Email:	mehr.kabul@gmail.com

Organization Background:	<p>MEHHRO; Mhair Educational, Health and Human Rights Organization (MEHHRO) is a non-profit and non-political organization. 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 Program Assistant will support the program department in: 1- Developing Project Proposals and Fundraising, 2- Project Design, Planning, and Implementation, 3- Donor Coordination and Project Reporting.</p>
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<p>Job Summary</p>	<p>Principal Duties and Responsibilities;</p> <ul style="list-style-type: none"> • To support daily program management throughout the program lifecycle. • To support planning, managing and controlling the overall program and monitoring the progress. • To support managing risks and issues and taking corrective measurements. • To support aligning the deliverables (out puts) to program’s outcome with the aid of the executive. • To assist in managing project phases from inception to completion and effective application of Result Based Management (RBM) tools in project management. • To assist in defining project scope, goals, deliverables in collaboration with project stakeholders and donors. • To take part in organizing programs and activities in accordance with the mission and goals of the organization. • To support in writing program funding proposals and fundraising activities. • To help in developing project planning, work plan, risk analysis and mitigation plan, log frames, management and implementation plans, M&E and Evaluation Methods for project evaluation and other necessary tools for different phases of the project. • To do analysis and research on funding windows and other potential sources for funding and preparation of briefs on possible opportunities for project finance. • To assist in supervising the program/project team (project officers, project specialists, gender/advocacy officers, and other project staffs). • To participate in ad-hoc and regular cluster meetings, Forums, Donor Coordination Meetings, and Presentations on behalf of MEHHRO. • To facilitate capacity building trainings, orientations and guidance to program/project staffs and for the target communities as required. • To travel and conduct field based program/project monitoring and provide timely feedback to the donors and MEHHRO relevant authorities. • To support in designing and developing documents, agreements, MoUs for the stakeholders, government agencies, and other agencies as required. • To work with top management to develop annual plans, strategic plans, annual reports • Any other tasks assigned by the his/her manager.
<p>Qualifications:</p>	<ol style="list-style-type: none"> 1. Bachelor in Business Administration, Economics, Humanitarian Aid, Rural Development, or related field. 2. At least 3 years of experience in program management, proposal writing, fundraising, and other relevant fields with national and international donors. 3. Having the skills of project/program design and development, budget management, research, report writing, and liaison with government and international donors.

	<ol style="list-style-type: none"> 4. Strong project design skills including the capacity to prepare logical framework, budgets, M&E Tools, and Project Templates. 5. Ability to work as part of a team and coordinate with personnel 6. Fluent English, Dari, and Pashtu writing and communicating skills
Computer Skills:	<ol style="list-style-type: none"> 1. Microsoft Office
Reporting:	The Program Assistant will be reporting to Program Manager
Submission Guideline:	Interested candidates, who meet the above-mentioned requirements/qualifications, should submit an up to date CV, with a Letter of Interest, via email to the following address: mehr.kabul@gmail.com no later than August 17, 2022. Mention the Positions Title, and Vacancy Number i.e. (Program Assistant – MEHHRO/HR-1019) . Only shortlisting candidates will be contacted for written test & interview.

SIGNATURE APPROVAL

Wajiha Sahebzada

HR Manager