

Vacancy Announcement

Position Title: M&E and Development Assistant
Reports To: M&E and Development Manager
Location: Kabul, Afghanistan
Vacancy Number: AF-027-2019

AUAF Background

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

The AUAF's PDI department is seeking a qualified candidate for a full time position as M&E and Development Assistant based in Kabul.

PDI Background

The Professional Development Institute (PDI) offers a broad range of training and education courses to individuals, private business, governmental and non-profit agencies, and NGOs. The PDI draws on the expertise of the world-class faculty at the American University of Afghanistan (AUAF) to provide courses custom tailored to meet the client's specific needs as well as courses offered on an open enrolment basis. This expertise includes English language, business administration, training and management, and information technology.

Job Summary

The role is responsible for assisting M&E and Development Manager of the Professional Development Institute (hereafter "Institute"), ensuring the proper implementation of the M&E and development policies and procedures.

Key outcomes include:

- Assisting administration of M&E and Development Department
- Maintaining and enhancing quality of contract management
- Developing plans and ensuring the achievement of yearly and periodic targets
- Proper budget development, execution and control variance
- Maintaining proper filling system for M&E and development of the institute
- Meeting the requirements and deadlines of the members/clients
- Finding and attracting new clients and meeting their expectations
- Organizing student clubs and events

Duties and Responsibilities:

- Assisting manager in management and administration of the M&E and Development department.
- Proper record keeping of all plans, targets and reports of M&E and Developments activities and maintaining proper filing system for all PDI projects/clients.
- Analyzing and comparing the actual results with planned activities and preparing reports. (Ad hoc, quarterly, bi-annually and annually) in coordination with other departments.
- Assisting manager in initiating/identifying new projects and RFPs for PDI and coordinating with unit managers.
- Assisting manager in developing and maintaining data base of PDI clients
- Assisting manager in arranging fund raising events and information sessions for potential donors and corporate clients in order to attract more donors and clients for PDI.
- Assisting manager in conducting yearly or ad hoc SWOT analysis of PDI and give recommendations in coordination with other departments and program units.
- Providing data, reports and updates to AUAF M&E and Development departments under the supervision of manager
- Assisting manager in developing and execution marketing plan for PDI
- Assisting manager in managing student clubs and organizing different events for PDI students
- Responsible for the implementation of PDI student handbook and other policies

Required Position Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor degree in Business Administration or Social Science
- At least 2 years relevant experience
- English, Dari and Pashto languages fluency
- Excellent interpersonal skills
- A team-oriented individual interested in helping participants achieve result.
- Strong managerial skills.
- Strong business and creative writing skills.

Submission Procedure

Applicants must submit their resume and cover letter in one document to nationaljobs@auaf.edu.af Applications are accepted in English only. Please include “**M&E and Development Assistant**” in the subject line of your email.

Application Deadline:

All applications must be submitted on or before July 11, 2019. After reviews of the applications, formal interviews for the finalists will be set up on the AUAF campus.