

Vacancy Announcement

Position Title: Sector Lead Business / AHEAD Project
Department: Business
Reports To: Chair of the Business Department/ Project
Location: Kabul, Afghanistan
No. of position: 1
Vacancy #: AF-N-50-2020
Position Announcement close date: January 23, 2021

Overview

Founded in 2006, the American University of Afghanistan (AUAF) is a private, non-profit, nationally-accredited university offering an American-style liberal arts education. We are a dynamic university with a student population of over 1,000 students.

About AHED Project:

The Advancing Higher Education for Afghanistan's Development (AHEAD) program supports the government of Afghanistan and its Ministry of Higher Education to increase access to higher education for vulnerable populations, improve the quality and relevance of higher education that supports market needs, and enhance the management and administrative capacity of Afghan higher education institutions (HEIs) and government counterparts.

The five-year activity builds upon the results of USAID's previous higher education investments and accelerates human and institutional capacity through a network approach whereby Afghan HEIs are partnered with Lead Universities across key growth sectors including Agriculture, Business, Education and Health. AHEAD's HEN's (Higher Education Network)'s involve a larger number of institutions and a broader set of activities than traditional university-to-university partnerships, providing a mechanism for strengthening Afghan HEI capacity, and promoting channels of communication and collaboration across the ecosystem of public and private HEIs in five Afghan provinces.

The AUAF's Business department is seeking a qualified candidate for a full time position as **Sector Lead Business** based in Kabul.

Job Summary:

As a member of the Advancing Higher Education for Afghanistan's Development (AHEAD) project this position at AUAF will provide programmatic leadership in the Business sector, facilitate stakeholder collaboration and coordinate with the other project leads for health, education and agriculture. Success will require managing good relationships with Afghan university administrators and faculty, private sector stakeholders, the Ministry of Higher Education and other university partners.

Responsibilities and duties:

As a member of AUAF's project implementation team in Kabul and under direction of the AUAF project director, this full-time business and education expert will develop and manage a Higher Education Network (HEN) for Business, within the USAID-supported Advancing Higher Education for Afghanistan's Development (AHEAD) project.

This position will provide leadership for the project's Business portfolio.

The Business Higher Education Network (Business-HEN) will promote a culture of cooperation between Afghan higher education organizations and various stakeholders.

The Business Sector Lead will work with other members of the project team and with counterparts at higher education institutions throughout Afghanistan to produce project deliverables and achieve objectives. S/he will guide the member universities to undertake and accomplish the objectives of the Business HEN network including: preparing capacity development plans, improving collaborative research opportunities, facilitating cooperation with business –related entities and stakeholders in assessing the skills needed by graduates to match employer needs and using that information to improve course and curriculum content.

The Business Sector Lead will manage partnerships with national and international partners including the coordination of online/remote and in-person technical exchanges between and among Afghan and foreign universities.

- Be AUAF’s representative for the project, interfacing with national universities and other entities, under the direction of the AUAF Project
- Oversee the establishment of the Business HEN (Higher Education Network) and ensure its functioning
- Develop and administer a Business HEN strategy, as collaboratively determined by the HEN stakeholders
- Oversee timely completion of deliverables to achieve all objectives in the project’s Business portfolio
- Work with AUAF leadership to create and implement the overall strategy
- Communicate effectively with all key stakeholders within the HEN
- Prepare and submit progress reports by deadlines and contribute to developing annual work plans
- Work with the project’s monitoring and evaluation personnel to track project performance of the business portfolio
- Undertake other tasks as assigned by the immediate supervisor at AUAF and/or senior project team of FHI360
- Supervise the implementation team for Business
- Coordinate with other consortium partner institutions and individual team members

Qualifications

- Doctorate degree with 3 years relevant experience, or MBA Master’s degree with 5 years relevant experience, or bachelor’s degree with 10 years relevant business experience
- A post-graduate university degree in a **business** discipline is required
- Substantial roles as a project team member and a team leader
- Substantial experience working in higher education
- Fluent in oral and written English and Local Languages such as Pashto/Dari
- Demonstrated independence and initiative in project development and implementation
- Demonstrated management skills commensurate with a small team
- Demonstrated collaboration successes
- Demonstrated efforts to promote project diversity and inclusion
- Demonstrated ability to plan, organize, and direct, project activities
- Demonstrated ability to analyze data and make data-driven programming decisions
- Competency with word processing, spreadsheet programs, and presentation software
- Competency communicating via Zoom and/or similar platforms

Preferred Qualifications

- Experience working on USAID- FHI 360 supported projects
- Experience working in industry, in addition to higher education experience.

To Apply

To apply, please send as a single PDF document: a cover letter, curriculum vitae (CV) and contact information for three references to nationaljobs@auaf.edu.af Review of applications will begin immediately and will continue until the position is filled. Please, include **AF-N-50-2020- Sector Lead Business** in the subject line of the email, otherwise, the application will not be considered. Applications in languages other than English will not be reviewed. Please be advised that only shortlisted candidates will be contacted. A written test or example of work may be used as a form of screening.

If hired, the successful applicant is expected to provide official proof of academic degrees (transcripts sent from the degree-granting school directly to AUAF).

AUAF does not charge recruitment fees to applicants.

AUAF is an equal opportunity employer that values diversity at all levels. AUAF follows a strict non-discriminatory policy in its selection and employment practices. All applicants will receive equal consideration and applicants from all ethnic, religious and economic backgrounds are encouraged to apply.