

Vacancy Announcement

Position Title: Senior Program Officer / AHEAD Project
Department: Business
Reports To: Chair of the Business Department/ Project
Location: Kabul, Afghanistan
No. of position: 1
Vacancy #: AF-N-51-2020
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:

As a member of the AUAF Advancing Higher Education for Afghanistan's Development (AHEAD) team and project, this position at AUAF will support the Business Sector HEN (Higher Education Network), facilitate stakeholder collaboration and coordinate with the other project personnel.

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 **Senior Program Officer** based in Kabul.

Job Summary:

The AUAF Senior Program Officer supports the Business Sector Lead and the Higher Education Network (HEN) for Business. As a member of the AHEAD team, this position will support implementation of the project's business portfolio. The position will report to the Business Sector Lead to accomplish activities that contribute to performance targets and achieve projects objectives. The work will involve constant interaction with university faculties in Afghanistan and supporting facilitation of their collaboration with stakeholders in the Business Sector.

Responsibilities and duties:

The Business HEN Senior Officer will undertake day-to-day tasks and manage communications with representatives of the Business HEN member institutions as well as the AUAF team. The Senior Officer will support capacity-building activities within and across the HEIs and AHEAD partners. The position is based in Kabul.

Within AHEAD's Business portfolio, the Senior Officer will support activities for organizing and implementing capacity-building activities and development programs supporting the business related networks, evaluation and analysis of programs.

- As a member of AUAF's project implementation team in Kabul and under direction of the AUAF project director, this full-time expert will support the development and implementation of the Higher Education Network (HEN) for Business,
- Communicate effectively with team members and higher education counterparts
- Contribute and initiate to progress reports and annual work plan.
- Undertake other tasks as assigned by the Business Sector Lead

Qualifications

- A university degree **in business** from an accredited university
- Bachelor's degree with 5 years of experience working in industry and higher education
- Substantial experience working on development projects or in higher education
- Fluent oral and written English
- Demonstrated ability to work in a team
- Good facilitation skills
- Competency with MS Word, Excel, and PowerPoint
- Able to use Excel to create and monitor data and programs

Preferred Qualifications

- A post-graduate degree, preferably an MBA from an accredited university
- Experience working on USAID / FHI 360 projects

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-51-2020- Senior Program Officer** 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.