

A. Position Title: Project Manager

Date of Announcement: November 28, 2023; Date of Activation: November 28 Date of Expire: November 30, 2023

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Job Location: Herat

Nationality: Afghan

Category: Management

Employment Type: Full Time

Salary: As per organization salary scale

Vacancy Number: NCRO/HR/073/23 -1.1.1

No. Of Jobs: 1

Organization: New Consultancy and Relief Organization

Years of Experience: 10 years of relevant experience in project management

Contract Duration: Four Months

Gender: Male/Female

Education: University degree of
Agriculture

Close date: 30,Nov,2023

About New Consultancy and Relief Organization:

New Consultancy and Relief Organization (NCRO) is serving the needy people, particularly returnees from the neighboring countries and internally displaced persons IDPs due to natural disasters or internal conflicts. NCRO is a fully voluntary organization, providing assistance in water supply, sanitation, food security, nutrition, protection, shelter, infrastructure, and economic recovery to vulnerable people, irrespective of gender, race, language and location.

Job Description:

The Project Manager will

- Work under NCRO Program Manager
- Responsible for project implementation as per project work plan in the field.
- Supervise daily project activities and maintain updates of project achievement.
- Apply work plans, oversee activity progress and present periodic activity progress reports to the NCRO program department;
- Ensure M&E plans are applied.
- Have direct and clear communication with field staff.
- Lead, supervise, control, and motivate field teams.
- Ensure staff clear understanding of objectives and effective performance.
- Maintain effective coordination with all relevant stakeholders at the project site.
- Monitor all project activities.
- Participate in humanitarian response coordination meetings.
- Timely visit from project site and project beneficiaries.
- Prepare weekly and monthly reports on the project.

- Prepare the project procurement plan.
- Prepare requisition of project needed goods and material for further process as per project work plan.

Job Requirements:

Education:

Bsc or Master Degree in Social Sciences or related fields (Agriculture)

Years of Experience:

Minimum 10 years of experience in project management. Preference will be given to candidates who have worked in similar position in one of the NCRO projects.

- Able to work in all districts of Nuristan province.
- Fluent in English, Dari and Pashto.
- Hard working, Autonomous, and Adaptable
Stress Resistant
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Submission Guideline:

- Please mention the vacancy number and position in the subject list while sending your C.V & cover letter, Applications received after the closing date and without subject list will not be taken for consideration. Qualified female candidates are encouraged to apply.

Note: Only short listed candidates whose applications respond to the stated criteria will be contacted for interview.

Hard copy of application and CV can be submitted to NCRO office:

To: Mr. Khista Mire NCRO HR Manager

West Street of Marastoon, House # 643, Nahya-E-3, Jalalabad City, Nangarhar Province, Afghanistan.

Tel: +93799373536

Submission Email:

hr@ncro-afg.org & ncrohrmanager@gmail.com