



## Job Requisition

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TITLE:	Head of Finance (male/female)
POSITION:	1 (one)
REPORTS TO:	Executive Director
LOCATION:	Kabul Afghanistan
LENGTH OF CONTRACT:	3 months of probation (with possible one-year contract)
ANNOUNCE DATE:	15 March 2021
CLOSING DATE:	15 April 2021

### *About*

Women for Justice is Afghanistan's first non-profit public interest legal aid organisation, based in Kabul. We were registered as a non-governmental organisation with the Ministry of Economy in Afghanistan under number 4527 dated 7 October 2018.

### *What we do*

- Legal and investigative support
- Public interest litigation of cases
- Capacity building of human rights lawyers
- Strengthening criminal justice system
- Reform to law, policy and systems

**Position Description:** Under the direct supervision of the Executive Director, the Head of Finance manage and ensure that WJO's financial procedures and system operate effectively and efficiently. She/ he will play a key role to ensure correct financial management, developing project and annual budget; and ensure correct and timely financial reporting to donors. She/he is in charge of coordination, administration, finance, planning, monitoring of finance and administrative processes, supporting and guiding the admin and finance staff. In case of controversial issues, the director would have the final decision. The Head of Finance expected to take a lead in an organizational change process: developing effective structures and procedures within the finance department.

### **Responsibilities:**

- At least, bachelor's degree in financial management or business administration is required.
- Excellent leadership and management skills and demonstrated experience of managing teams of 10 or more staff members in a participatory style.
- Excellent administrative and organizational skills.
- Be able to work under stress and short deadlines.
- Knowledge of NGO taxation in Afghanistan is required.

- Understanding of organizational development and change management processes
- Language fluency in Dari/Pashto and English.
- Strong motivation on women's movement.
- Knowledge and experience of QuickBooks.
- Strong interpersonal, communication and teambuilding skills.
- High level of maturity and cultural sensitivity.
- Strong computer skills in MS Word, Excel, PowerPoint and Email applications.
- Willingness and ability to travel within Afghanistan to program sites and internationally as required

**Successful candidate will be able to demonstrate the following attributes:**

- Detail-oriented and highly organized.
- Ability to set priorities, manages time effectively, and handles multiple tasks under tight deadlines.
- Ability to think strategically and act in the best interests of WJO and its clients.
- Skilled communicator, both verbally and in writing.
- Ability to work both independently and as an effective team member.
- Strong commitment to women's rights.
- Keen to learn new topics, methods and skills related to her job. Able to implement new ideas, skills, methods and improve performance accordingly.

Salary is competitive between USD \$800 - \$1,000 depending on qualifications, experience and performance during probation period.

**Applying:**

To apply please send your application to [directorwjo@gmail.com](mailto:directorwjo@gmail.com). Reference: Job Title 'Head of Finance/ Internal Auditor in the e-mail subject line.

- Resume
- A one-page cover letter explaining your interest for the post with your contact number.
- 2 Reference Letters and one must be from previous supervisor
- Essay on career plan

**Application Process**

Short listed candidates will be directly contacted for interview. If you are not contacted within two weeks after the closing date, please understand that your application has not been successful for the post.