



VACANCY ANNOUCEMENT

Deadline: 20 May 2023

Job Description
لايحه وظيفه کارمندان

Position Particulars (مشخصات پست):	
Job Title: عنوان پست	Program Director, Psychosocial Program
Grade/Step: رتبه پست	1
Department: ديپارتمنت مربوطه	All programs of WJO
Location: محل وظيفه	Kabul, Afghanistan
Reporting to: گزارشدهی به	General Director, Humaira Rasuli
Reporting from: گزارشگیری از	Management Team

Job Purpose Summary: هدف وظيفوی:

The focus of the work is the management of “Women for Justice” in compliance with the established policies (WJO vision and mission, WJO code of conduct, WJO HR rules and regulations, WJO salary scale and security plan,). All staff, projects and activities in Kabul and provinces are ultimately supervised by the Country Director.

Key Duties & Responsibilities: شرح وظيفه و مسؤوليت ها:

PROGRAM MANAGEMENT

Work in close coordination with General Director to manage WJO’S Psychosocial Program

- Report on project progress, lessons learned and challenges on a regular basis and contribute inputs to reports on the same.
- Maintain quality assurance standards during implementation of all projects.

- Support the Deputy Director, Financial Manager and financial staff on financial policies, systems, procedures, financial reporting, and preparation for financial statements and annual auditing.
- Providing on-the-job coaching to staff including mentoring and capacity building to ensure they can progressively fulfill their functions.
- Implement project activities such as but not limited to:

Psychosocial Counselling and Peer Support Program

Staff management tasks

- Developing and improving on program concepts, guidelines, manuals, forms, job descriptions.
- Maintaining an overview of staff postings in the assigned public health clinics; their attendance, scheduling, and appraisal of their performances
- Maintaining a register of the clinics, address of clinic, names of Heads of Department in the clinics, and, contact details.
- Working with staff who are posted in the public health clinics to conduct client intake and ensure that the case management processes are followed, and forms filed.
- Managing and addressing the needs of staff who are posted at the clinics
- Managing and addressing issues relating to staff who are posted at the clinics
- Conducting regular and annual appraisal of staff performance
- Ensuring that staff follows WJO's security procedures at all times and enforcing those procedures when violated.

Client/case related tasks

- Updating and maintaining a client database: having a comprehensive overview on the number of clients per province and per clinic, profile of clients, status of cases, and key issues.
- Develop monitoring plan for supervision of cases and conducting wandering visits, and, sitting in counselling sessions to observe quality of services.
- Conduct debriefing sessions thereafter to support staff to identify strengths and weaknesses, as well as, compliance with WJO standard procedures on counselling.
- Monitoring certain cases that need holistic or urgent support
- Supporting clients with their various needs; monitoring and continuous re-assessment of the client's/groups' progress.
- Ensuring that clients and groups are released based on in-depth evaluation of their progress.

- Seeking client feedback to ensure that quality standards are met

Reporting

- Reporting key issues and overview of the work regularly to the General Director and Deputy Director on a as needed and regular basis.
- Preparing reports based on WJO M&E formats: dates, subjects, attendees, client feedback, lessons learned, challenges, recommendations for future sessions, case studies)
- Preparing talking points on the above for donor reports and meetings
- Other administrative tasks as required.

HUMAN RESOURCE MANAGEMENT

Work in close coordination with Executive Director to manage human resource functions from recruitment to retention, training, compliance with organizational policies, providing guidance and support to the team, team building, and, dispute resolution.

- Provide orientation on organizational policies and on-the-job mentoring for all staff.
- Monitor the performance of staff in accordance with the organization’s policies and procedures, action plans and provide regular support and feedback for further development and growth; conduct performance appraisal.
- Ensure staff complies with all WJO policies; enforce compliance and report non-compliance to the Executive Director.
- Build healthy team culture.
- Other administrative tasks as required including maintaining personnel files.

STAKEHOLDER MANAGEMNT

Work in close coordination with Executive Director to manage WJO’s partnerships and relationships with various stakeholders such as the defacto authorities, UN agencies, INGOs, NGOs and other service providers.

- Acting as first point of contact for WJO internally and representing WJO at various forums, events and advocacy opportunities at local national and international level, as directed and approved by Executive Director.
- Maintaining a close relationship with ministries and government agencies, keeping abreast with the developments in laws governing NGOs, legal aid and laws which

concern WJO's work; updating management team of those developments, and implementing changes in WJO's work as required.

- Maintaining a close relationship with other local stakeholders such as universities, NGOs, healthcare providers and others working in the field; understanding their mandate, scope of services, focal points and challenges.
- Other administrative tasks as required.

Required Skills, Qualification and Experience:

(Attitudes, Skills & Knowledge Level (ASK model): شرایط استخدام)			
سلوک کاری Attitude	تجربه کاری Work Experience	مهارت های لازم Skills Required	درجه تحصیل Education Level
Pro-active Reliable Creative Gender-sensitive Trust-worthy Team-builder Accountable Transparent Courageous Dedicated Loyal Nurturing and supportiv	At least 6 years of a combination of one or more of these experiences in the women's rights sector Afghanistan: <ul style="list-style-type: none"> • organizational management • program management • case management for psychosocial clients 	Foundation of Psychosocial Concepts Excellent counseling and communication skills Very good teaching/facilitation skills Fluency in Dari and Pashto Teaching and coaching skills for team building Stakeholder management Client management Organizational Management with a focus on Human Resource	Graduate of psychology or social sciences

	Management and Operational Management of all project activities and security and safety of staff and the organisation.	
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- All candidates are required to submit their CV and Resume to humaira@wjoafg.org and suri@wjoafg.org by 20 May 2023
- Shortlisted candidates will be interviewed and sit for a written test.