

Afghan Independent Bar Association

Job Profile	
Job Specification:	
Position Title:	Administrative Assistant
Vacancy Number:	AIBA-M-133
Functional Area:	Administration
Experience:	3-5 years
Location:	Kabul
Contract Type:	Contract Base
Gender:	Male/Female
No of Post:	1
Salary:	fixed scale
Announcement date:	20/January /2021
Closing Date:	26/January/2021
Duration:	one year extendable
Background:	
<p>AIBA was established in 2007 pursuant to the Advocates' Law as statutory body mandated as a professional association providing training, pro-bono coordination, and advocacy for its members, as well as it is responsible for licensing, discipline and regulations for attorney throughout Afghanistan. AIBA is governed by a board of fifteen members, of which minimum three members should be female, as stated in its constitution. Since its establishment, AIBA's main focus has been increasing its membership of registered defense lawyers to afford Afghans their legal rights and offer legal assistance, including pro bono work, to women, children and men. the current membership of AIBA stand approximately at 5000 defense attorney across Afghanistan. AIBA has regional offices in Balkh, Herat, Nangarhar, Kandahar and Konduz provinces.</p>	
Job Summary: <i>The administrative Assistant has overall responsibility for administration , filling system, correspondence, clerical services, data entry, translation of documents and close cooperation with all departments .</i>	
Key Duties and Responsibilities:	
<ul style="list-style-type: none">• Draft official letters and correspondence.• Photo copying and scanning of the documents.• Enter and update the relevant databases.• Provide written translation of documents as needed.• Update, register in and out letters.• Provide assistance to office management operation/license department.• Organize and file all paper and office documents in appropriate filing system.• Assist with head of division on administration functions.• Close cooperation with all relevant departments of AIBA.• Issue forms, process licence and renew licences as per legislative and procedural documents.	

- Perform other jobs as assigned by line manager.

Reporting Line: head of division and executive director

Qualification:

- Bachelor degree in BBA, economic, public administration, law or any other related field.
- 3 years of direct experience in administration and program management.
- Enough skills in Microsoft office package.
- Fluent spoken in one of national languages and English.
- sufficient skills in report writing
- Abilities to meet the deadlines, stay organized and work under pressure as part of a team or independently as needed
- Being initiative and high motivation to the job.
- Good skills in public relations.

Submission Guideline:

All candidates with above qualifications and experience are encouraged to apply via email to hr@aiba.af with the subject line title of position till 26/January/2021, no C.Vs will be considered after the closing date.

Only shortlisted candidates will be called for test and interview.