

**Job Profile**

**Job Specification:**

Position Title: Coordinator  
Functional Area: Advocate's stage program  
Vacancy No: AIBA-M-134  
Salary: fixed scale  
Experience: 3-5 years  
Location: Kabul-Afghanistan  
Contract Type: Contract Base  
Gender: Male/Female  
Advertise date: January 20 2021  
Close date: January 26 2021

**Background:**

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.

**Job Summary:** The Coordinator will work under the direction of the AIBA top management to facilitate the implementation of advocate's stage program in Kabul and five regional offices.

The Coordinator will be responsible for the sound implementation of stage program in Kabul and five regional offices, in terms of program management, report requirements and program delivery. The Coordinator will also be the focal point for the regional offices contact with the main office.

**Key Duties and Responsibilities:**

- Associate to the implementation, management, supervision and evaluation of all activities under the plan.
- Keep up –to-date on all program related activities.
- Responsible for the supervision and management of stage program in accordance with the directions of top management.
- Produce weekly, monthly, quarterly progress and final reports.
- Analyze progress identifying and address any issues
- Create and maintain oversight of budget.
- Ensure proper documentation of all activities.
- Monitor the program running based on legislative documents procedure and reporting requirements.

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- Perform other task and duties as request by top management

### **Qualification:**

Bachelor degree of BBA, BA, Public Administration or any other related field is required.  
3 years of direct experience of administrative, managerial and Program Management.  
Fluent spoken and written skills in National Languages and English.  
Excellent skill in Micro soft programs including Ms. Word, Excel Separate Sheet, Ms Access Power point presentation.  
Good skills in Operational and Program Management.  
Good skills in donor requirement and advanced report writing.  
Able to travel to any part of provinces based on organization demand.

### **Submission guideline:**

All candidates with above qualifications and experience are encouraged to apply via email to [hr@aiba.af](mailto:hr@aiba.af) with the subject line title of position till January 26 2021 , no C.Vs will be considered after the closing date.  
Only shortlisted candidates will be called for test and interview.