

Job Announcement

Position Title: Admin Assistant

Reports To: Admin / HR Officer

Duty Station: Farah Province – Main Office

Contract Type: Fixed-Term Contract

Contract Duration: One (1) year, with possibility of extension

Working Hours: Full Time

Gender: Male

Number of Positions: 2

Announcement Date: 01 February 2023

Closing Date: 10 February 2023

Experience: Minimum high school graduate; diploma or bachelor's degree in Administration
At least 1–2 years of relevant administrative experience.

Organization: Faradata Social change and women Empowerment Organization (FSCWEO)

About FSCWEO

Faradata Social Change and Women Empowerment Organization (FSCWEO) is a non-governmental, non-profit organization established on 20 July 2020 in Afghanistan. FSCWEO works to promote social change, empower women and youth, and support vulnerable communities through programs in education, health, WASH, livelihoods, human rights, and humanitarian assistance. With active offices in Kandahar, Herat, Helmand, Farah, Daikundi, and Nimruz, the organization aims to build an Afghanistan where all people—regardless of gender, ethnicity, or religion—live in dignity and equality

Job Summary

The Admin Assistant will provide effective administrative and clerical support to ensure the smooth and efficient operation of the project office. The position requires strict compliance with FSCWEO internal policies, procedures, and donor requirements.

Key Duties and Responsibilities

- Maintain and organize office files, records, and documentation
- Support daily administrative and office operations
- Prepare official correspondence, reports, and meeting minutes
- Assist in procurement, logistics, and asset documentation
- Support HR administrative tasks including attendance and leave records
- Ensure proper filing of contracts and administrative documents

Required Qualifications and Experience

- Minimum high school graduate; diploma or bachelor's degree in Administration or related field preferred
- At least 1–2 years of relevant administrative experience

- Good knowledge of Microsoft Office applications
- Experience working with NGOs is an advantage

Core Competencies and Skills

- Strong organizational and time management skills
- Good communication and interpersonal skills
- Attention to detail and confidentiality
- Ability to work under pressure

Safeguarding & Code of Conduct

The staff member must adhere to FSCWEO's safeguarding policies, code of conduct, and humanitarian principles, including zero tolerance for sexual exploitation and abuse (PSEA).

8. Application Guidelines

Interested candidates are invited to submit their CV and cover letter to hr@fscweo by 10 Feb 2023. Please mention the vacancy title and number in the subject line of your email. Only shortlisted candidates will be contacted for interviews.