

## **Job Announcement**

**Position Title:** Program Assistant

**Reports To:** Program Officer / Manager

**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:** 1

**Announcement Date:** 01 Jan 2023

**Closing Date:** 10 Jan 2023

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 Program Assistant will support the effective implementation, coordination, and reporting of project activities in line with FSCWEO objectives and donor requirements.

### **Key Duties and Responsibilities**

- Assist in planning and implementation of project activities
- Coordinate with field teams, community leaders, and stakeholders
- Support preparation of progress and activity reports
- Maintain project files, documentation, and attendance records
- Support monitoring visits and field assessments
- Assist in organizing trainings and community sessions

### **Required Qualifications and Experience**

- Bachelor's degree in Social Sciences, Project Management, or related field
- At least 1–2 years of experience in humanitarian or development projects
- Experience working with NGOs is preferred

### **Core Competencies and Skills**

- Strong coordination and communication skills
- Basic reporting and documentation skills
- Ability to work in field-based environments
- Teamwork and adaptability

**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)

**Application Guidelines**

Interested candidates are invited to submit their CV and cover letter to [hr@fscweo](mailto:hr@fscweo) by 10 Jan 2024. Please mention the vacancy title and number in the subject line of your email. Only shortlisted candidates will be contacted for interviews.