

# Communication/Coordination Officer (Re Announced)

job.bank0011@gmail.com

Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Aug 31, 2025

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Female

Career Level : Any

Qualification :



## Job Description

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### **About (WVO) Women's Voice Organization:**

Women's Voice Organization (WVO) is a non- governmental, non-partisan, non-political, non- profit, impartial, voluntary organization operating in Afghanistan and its environs. The Women's Voice Organization (WVO) was established in June 2019 and is registered as a Non- Governmental Organization whose aims are to Alleviate Poverty, Promote Good Governance, peaceful and secure societies and Access to Public Education.

The formation of WVO was informed by the need to improve the risk awareness, peace building conflict resolution and prevention of violent extremist and other challenges of socio-economic conditions of the disadvantaged communities members with particular emphasis on youth and villages residents to alleviate the suffering which was on its peak at that time as a result of frequent insecurity shocks and natural disasters and lack of awareness. The NGO also sought to accelerate development of the rural urban poor areas, reduce poverty, morbidity and mortality rates of women and children

### **Job Description:**

Communication/Coordination Officer is responsible for coordinating day-to-day activities of central office and the provinces. Under the direct supervision of the Executive Director, the incumbent provides coordination support in the following areas:

Duties & Responsibilities:

Program Coordination

Assist programs in line with program planning and annual work plan.

Create greater synergies between CBM programs and other departments.

Ensure all four programs are smoothly coordinating together to achieve program objectives while ensuring programs procedures and methodologies.

Ensure that program tools are developed in a coordinated fashion with donors and IWA management and contribute toward those objectives.

Coordinate and follow up on operations and management of the programs in center and provinces to ensure high level of performance and effectiveness.

Coordinate and compile weekly, quarterly, annual plans, budgets, and reports of the programs.

Review program reports including budgets and narrative reports as required by donors.

Ensure that weekly reports, quarterly reports, plans and budgets are submitted to the Management on time.

Assist programs in the development of high quality proposals.

Support programs and other departments to resolve programmatic issues they face in the center and provincial offices to help them ensure smooth implementation of program activities and effective and efficient management of operations.

Report progress updates, issues, constraints and recommendations related to programs and provinces to the Executive Director regularly to ensure improvements where necessary.

Provide regular updates, correspondence and coordination to the management and the four programs, in support to managing donor relations.

Coordinate, design and contribute to program activities, resource allocation and budgets for all four programs in close coordination with program managers and management.

Provide Executive and managerial support/communication to programs and management- be a focal point between programs and the Executive Director.

Participate in different meetings, workshops and seminars.

Any other task assigned by the Executive Director in the light of the major responsibilities mentioned above.

Develop and manage programs' activities calendar.

Ensure timely implementation of program activities according to plan of action.

Develop and manage a timeline calendar of meetings between programs and the Executive Director.

Processing documents

Ensure the timely process of program documents like HR, finance and Procurement.

Coordinate timely submission of essential provincial documents to concerned programs and the Executive Director.

Support programs to meet all donor requirements in terms of documents processing and submission.

### **Job Requirements:**

Bachelor's Degree in development studies (international development, post conflict development), business administration, communications, or other relevant social science-related field.

### **Submission Guideline:**

Interested Candidates are requested to submit their applications (CV and Cover letter) by email to [kquraishi95@gmail.com](mailto:kquraishi95@gmail.com) cc [wvo.org.af@gmail.com](mailto:wvo.org.af@gmail.com) by mentioning the job title and vacancy number in the subject line of your emails otherwise your applications will not be accepted.

### **Submission Email:**

[kquraishi95@gmail.com](mailto:kquraishi95@gmail.com)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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