Scope Clrek & Cash distribution Mentor

Yamasayyar@gmail.com
Phone :
Web :

Job Summary

Vacancy :
Deadline : Oct 18, 2025
Published : Oct 14, 2025
Employment Status : Full Time
Experience : Any
Salary :
Gender : Male
Career Level : Any
Qualification :

Job Description

About Future Generations Afghanistan: Future Generations (FG) is the collective name for an international network of non-governmental organizations including FG Country Programs in Asia and Africa, Future Generations University (FGU) and its alumni in 17 countries, academia, and individual's experts. The original charitable organization, Future Generations, was established in 1992 for the purpose of learning from, and building upon the world's most successful examples of community empowerment and social change. It is complemented by the Future Generations Graduate School (Future Generations University) in 2006 in the State of West Virginia with authorization to provide a Master's Degree in Applied Community Change focus on Conservation and Peace building. The Future Generations Afghanistan (FGA) established in May 2002 and obtained its registration certificate from Ministry of Economy, Government of Afghanistan in October 2005. Since 2007, FGA has been operational in Eastern Afghanistan, and successfully completed development and humanitarian programs in Nangarhar, Laghman , Kunar, Nuristan, Logar, Wardak, Nimruz, Herat, Kanadahar, Badghis, Panjshir and Bamyan Provinces Job Description: He/She is responsible for identifying, registering, and verifying the eligibility of beneficiaries, Conduct community outreach and mobilization to identify potential beneficiary households in accordance with predefined vulnerability criteria and ensuring the entire distribution process adheres to humanitarian principles and standard operating procedures Job Requirements: Call the beneficiaries one day prior the registration, and guide them to bring alternate and essential documents required for scope registration. Responsible for beneficiaries management and controlling in the registration center Ensure the systematic collection, of routine data for scope registration. Ensure to enter quality data (finger print, picture, etc.), and provide guidance and importance of the scope during the registration. Standardization of household registration index number during the registration for each household. Daily cross-checking of registered data before uploading to SCOPE. Responsible to take care of scope computers and other Accessories Ensure that a scope registration system and JSIN is in place and functional, thereby allowing data to be accessed in a simple way for purposes of reporting and project improvement; Lead the design and implementation of mixed methods studies (i.e., both quantitative and qualitative) to assess the achievement of project outcomes, with or without the support of externally hired consultants Updating daily scope registration report. Uploading SCOPE data into the system after accuracy and proofreading Responsible for any mistakes and errors in SCOPE registration. Regularly check and update the site workers attendance. Regularly check the items in and out of stock. Plan activities on weekly, monthly and quarterly base and submit it to supervisor in a regular manner Assist with Field admin officer in preparation of vouchers and entry into cash book and regularly report to Finance Manager. Qualifications: Good level of proficiency in Windows Excel and quantitative analysis Demonstrated ability to train and build capacity of others Fluent in written and spoken English, Dari and Pashto languages Submission Guideline: Interested and qualified candidates for this position are encouraged to apply and send their CVs with a cover letter., only qualified candidates who are meeting the position requirements will be shortlisted & contacted, Local residents candidates will be given priority. Please do not forget to mention the title of position, Location and Vacancy Number in subject line of your email. Emails with no title of position, Location and Vacancy Number in subject line will not be considered. Submission Email: hr.afg@future.edu

Education & Experience

Minimum 3 years of field work experience relevant field

Must Have

Minimum 3 years of field work experience relevant field

Educational Requirements

Compensation & Other Benefits