



## AFGHANISTAN INFORMATION MANAGEMENT SERVICES (AIMS)

a Non-Governmental Organization

Post Title: Intern for (PMO)  
Organization Unit: AIMS  
Duration: Six months  
Vacancy Number: AFG-AIMS- 2010-01-003  
Duty Station: Kabul  
Number of Position: One / Female  
Issue date: 27 January 2010  
Closing date: 10 February 2010  
Daily Stipend: N/A

### **AIMS Mission Statement:**

Afghanistan Information Management Services (AIMS) is one of the Afghan Non-governmental organizations under the structure of Ministry of Economy working for Government of Afghanistan. AIMS mission is to serve the government of Afghanistan and broader humanitarian organizations in the area of information management and capacity building.

### **Background:**

AIMS was initially established in 1997 to help the Afghanistan Government and the broader humanitarian community to work more efficiently through the provision of products and services in the field of Information Management (IM) particularly by building IM capacity of the government.

AIMS established as a NGO in June 2008, with its main office in Kabul and five regional offices in Jalalabad, Kandahar, Hirat, Kunduz and Mazar-i-sharif. AIMS has distributed over 50,000 maps (topographic, road, administrative and thematic) and trained over 5,000 government employees from 23 ministries in basic English/computer programming, Geographic Information Systems (GIS), use of global positioning systems (GPS) and in database management, technology awareness and project management.

AIMS capacity building activities are implemented in a context where capacities in administration, communications and management are low, if not non-existent. Through capacity building of civil servants and formal training in information management technology and application, AIMS has raised the level of competency of government staff, increased workflow efficiency and enhanced planning capacities of key government ministries. The relevance is high, and it will remain so, as it contributes to improved governance, transparency, accountability and efficiency in development.

The support of its five regional offices have given to the local governments is invaluable. In its endeavor to provide world class service, AIMS has developed and institutionalized mission-critical software applications for institutions of the Government of Afghanistan (GoA), and provided, in line with development information management best practice, guidelines and procedures to enhance effectiveness and efficiency of government operations.

AIMS continued to strengthen its own capacity and effectiveness as an organization that can sustain itself through project based services both for the public and private sectors. The continued needs for AIMS services has lead to development of the Transition and Sustainability Plan for the AIMS to be an independent service provider from the year 2008, and the AIMS will focus on building its international capacity to enhance its quality services and capacity in 2007.

## **Purpose**

The purpose of AIMS internship programme is to:

- a) provide a framework by which fresh graduates from university may be assigned to AIMS offices, where their educational experience can be enhanced through practical work assignments;
- b) expose them to an international environment;
- c) expose them to work of the Organization with the objective of deepening their knowledge and understanding of AIMS goals, principles and activities; *and*
- d) provide AIMS offices with the assistance of graduated qualified students specialized in various professional fields.

## **Typical Tasks**

The intern will be working with (PMO) department and partially supporting the regional development unit as per the guidance of Regional development focal point.

Typical tasks performed by the interns include:

1. File management including maintaining recodes and files
2. Log letters and memos
3. Log incoming and outgoing mail
4. Providing stationary to POM staff when necessary
5. Maintaining attendance and leave records
6. Communication on behave of the PMO with other AIMS department
7. Updating PMO calendar
8. Respecting AIMS policies and regulation
9. Supporting PMO staff in their activities
10. Carrying out other tasks as directed by section manager

## **Eligibility**

AIMS may accept interns providing the following conditions are met:

- a) enrolment:
  - enrolled in a degree programme (second university degree or higher) at the time of application and during the internship; *or*
  - Have completed a degree programme.

b) skills:

- Proficiency in English and normally at least one additional National working language (i.e., Pashto or Dari).
- Computer literate in standard software applications;
- Demonstrated keen interest in the work of AIMS in particular, and have a personal commitment to AIMS Statement of Purpose, and
- Demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

### **Applications**

Interested students must send the following documentation directly to the Human Resources Management Unit where they have a particular interest in serving an internship:

- a) a duly completed "AIMS internship application form which is available at AIMS website;
- b) a copy of his/her most recent resume or curriculum vitae;
- c) a letter from his/her university confirming current enrollment and graduation date (OR) a copy of his/her university / college transcript;
- d) a brief paper setting out the reasons why he/she is seeking an internship with AIMS and what is expected from the experience area of interest/ field of study.

### **Submission of Application**

This post is open for qualified Afghan Nationals who meet the qualification and competency of the organization and committed to Afghanistan and broader International Community.

All applications together with the supporting documents by Hard copy needs to be submitted in a sealed envelop to:

Afghanistan Information Management Services (AIMS)

Human Resources Management unit

House # 1070, Street 15, 1st Sub-Street, Wazir Akbar Khan

Kabul, Afghanistan, or by electronic to [internship.afghanistan@aims.org.af](mailto:internship.afghanistan@aims.org.af)

For more details: Please visit AIMS website: [www.aims.org.af](http://www.aims.org.af)

**AIMS is an Afghan Non-Governmental organization with its main office in Kabul, Afghan qualified Female are highly encouraged to apply**