

Date: 01 February 2010



AFGHANISTAN INFORMATION MANAGEMENT SERVICES (AIMS)
a National not for profit Organization

Post Title: **Grant/Proposal Writing Specialist**
Organization Unit: Afghanistan Information Management Services (AIMS)
Duration: One Year with possibility of extension
Vacancy Announcement No: AFG-AIMS-2010-02-01/004
Duty Station: Kabul
Number of Position: 1
Issue date: 01 February 2010
Closing date: 15 February 2010
Salary: According to AIMS Salary Scale

AIMS Mission Statement:

Afghanistan Information Management Services (AIMS) is one of the Afghan Non-governmental organizations (not for profit) 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, Balkh and Taloqan. AIMS has distributed over 60,000 Afghanistan thematic and administrative maps and trained over 6,000 government employees from 23 ministries in English Language, Computer programming, Geographic Information Systems (GIS), database management (software engineering), global positioning systems (GPS), data collection and survey, technology awareness and project-programme 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 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.

RATIONALE

Since AIMS has many ongoing and prospective projects, we require a technically qualified Grant/General Writing Specialist to produce numerous project documents and obtain donor funding.

MANAGEMENT ARRANGEMENTS

- Under the general guidance of the Programme Director and the direct supervision of Programme Manager the incumbent will be part of the Project-Programme Management Office (PMO) team and work closely with AIMS departmental staff and Government Ministries and independent Institutions.

JOB DESCRIPTION

- Prepare concept papers, expression of interests and other programme management required documentations.
- Review Request for Proposals and prepare brief report on clients requirement and present it to the management.
- Draft and prepare proposals, after collecting necessary data, information and documentation from related area..
- Write contracts, MoA, MoU, SoA, and other agreements and develop a manageable record keeping system for further follow ups and references.
- Prepare projects progress reports such as quarterly reports, annual reports, final report and other project/programme related reports required by the management.
- Perform routine maintenance of project documents, project background, project profile, and other documents as per manager's advice.
- Working close with the project management team in the processing projects invoices for payment, including other necessary documentation.
- Perform routine research to identify potential grant opportunities, collect relevant information about new opportunities.
- Develop other necessary project document assigned by the Project Management team assigned via department manager.
- Proof read documents that are written in English language and be able to provide constructive suggestions for the betterment.
- Be able to communicate with the sponsors, clients, donors, and other project stakeholders effectively with minimal supervision from the department manager.

Minimum Qualification and Experience Required:

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|--------------------------|---|
| Education/Qualification: | <ul style="list-style-type: none">• Advanced university degree in Project Management, Business Administration, English language or related field; |
| Experience: | <ul style="list-style-type: none">• 5 to 7 years of consultancy experience in the relevant field.• High English language proficiency;• Be able to write professionally;• Working knowledge of MS Office products;• Good inter-personal skills;• Previous working experience in Afghanistan or developing country is advantage.• Excellent working knowledge of the two local languages (Pashto and Dari). |

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 by electronic copy with mentioning the VA number needs to be submitted to:

Vacancies@aims.org.af

Afghanistan Information Management Services (AIMS)

Human Resources Management unit

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

Kabul, Afghanistan,

For more details: Please visit AIMS website: www.aims.org.af

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