



Knowledge Manager / Programme Officer (Kabul) – 12 month contract

Deadline for applications: 15 January 2016

Peace Training and Research Organisation (PTRO) is an Afghan NGO based in Kabul. We work on peace, conflict and justice issues, and provide training in peacebuilding and good governance. We conduct research for national and international governmental organisations, NGOs and national bodies, to inform policy and provide a deeper understanding of the relevant issues.

As the Research Analyst and Programme Officer, your work will span both the research and operations sections of PTRO, and you will be accountable both within the organisation and directly to donors and partners outside of the organisation. While there will be support particularly on the programming front, it is important that candidates are capable of working independently and are self motivated to achieve high standards of work.

Education / Experience requirements:

Masters degree in a relevant subject (e.g. international relations, development, conflict and security)

Experience designing research, both quantitative and qualitative

Experience carrying out research fieldwork in a developing country context

Team management experience

Highly motivated self-starter

Excellent team-working skills

Experience using common office software

Native (or fluent) English speaker, both written and spoken. Knowledge of Afghan languages an asset.

Demonstrable cultural sensitivity, good interpersonal and networking skills

At least one year of experience in the research and / or programming field – including internships.

Principle duties and responsibilities:

Research (55%)

This includes research and questionnaire design, guiding researchers in data collection and conducting interviews. Once the data has been collected (and if need be, translated) you will process and analyse the data and write the required report according to the needs and specifications of the donor.



PEACE TRAINING & RESEARCH ORGANIZATION

دسولی لپاره روزنیزه او څیره نیزه مؤسسه

Programming and donor management (40%)

In the pre-programme phase, you will be required to write funding applications and design programmes that will both meet the needs of the donor and, importantly, generate impact. Depending on the project, you may be required to oversee its implementation, ensuring that every commitment made by PTRO is fulfilled. Meeting with donors and implementers to ensure that expectations are reasonable and the quality of work is high. Mid- and post-programme reports are also a part of this duty and therefore, monitoring and evaluation.

Capacity building and Social Media management (5%)

When time allows, capacity building of the staff will be required, and to ensure the upkeep of PTRO's social media presence.

Please apply via email, sending a CV and covering letter, to rachel.morrow@ptro.org.af AND mirwais.wardak@ptro.org.af by the 15th of January 2016.