



## Job Vacancy

Medical Refresher Courses for Afghans invites application of qualified candidates for the following position:

<b>JOB TITLE:</b>	<b>Admin/ Logistic Officer. Male/Female</b>
<b>ORGANIZATION:</b>	MRCA
<b>DEPARTMENT:</b>	Operation
<b>LOCATION:</b>	Logar Provincial Training Centre
<b>DURATION:</b>	Unknown
<b>NUMBER OF POST:</b>	1
<b>DATE ANNOUNCEMENT:</b>	13/6/2006
<b>CLOSING DATE:</b>	21/6/2006

### Background:

Medical Refresher Courses for Afghans (MRCA) is a French NGO, entirely health oriented. Set up in October 1985 in Paris, it provided Afghan refugees in Peshawar, Pakistan, from 1986 till 2004 with integrated health services within a training hospital. MRCA later extended the provision of health services inside Afghanistan: in Chak-e Wardak from 1994 till 1997, in Kabul since 1996, in Charikar (Parwan Province) from 2002 till 2004, and in Logar Province since December 2004.

### Overall Responsibilities:

To assist the Midwifery School Coordinator in the field of administration, finance and supervise the internal task of the office. To look after Training Centre and supervise in daily base for all administrative and financial issues and report back to the Midwifery Coordinator.

### Specific Tasks and Responsibilities:

- To prepare and update files of correspondence, personnel records and keeping them in order
- To look after smooth running of office and Training Centre and look after all the equipment and machinery
- To look over security measures of the office, and training centre.
- To keep all the management system of the office proper and up-to-date
- To purchase all foods and other materials for Training Centre
- To check & prepare the gate registration of staff, visitors and vehicles and to supervise them
- To look after the supply of stationary and other daily use material for the office.
- Handling/receive cash from OM for the daily or weekly office expenses and clear his accounts twice per month
- Supervise and control security guards and cleaners
- Perform any other jobs related to position

### Qualifications required:

- at least 12<sup>th</sup> grade graduate Sc BBA from university is preferred
- Computer knowledge with Word & Excel. Fluency in Pashto and Dari
- To have a good command on English
- Strong interpersonal and communication skill. To be honest, well mannered, polite and cooperative

### Work Experience

- At least 2-3 years work experience in Administration with NGOs
- To have ability & experience in handling cash & financial documents

### Submission Guidelines:

Please send your CV and application to:

MRCA Kabul Office  
Address: House No, 318 Power Station (Burge Barq) bus station  
Baharistan, first part of Karti Prwan, Kabul, Afghanistan  
Phone: 0093 (0) 799848439  
Email: [mrca\\_afg@yahoo.com](mailto:mrca_afg@yahoo.com)