



## Islamic Republic of Afghanistan

### Ministry of Education

<b>Department:</b>	General Directorate of Planning and Evaluation
<b>Job Title:</b>	Internship
<b>No of Position(s):</b>	2 positions
<b>Gender:</b>	Female
<b>Reporting To:</b>	Admin Manager
<b>Duration:</b>	6 months
<b>Salary Scale:</b>	As per the organization salary scale
<b>Duty station</b>	MoE, Kabul

#### Background

Ministry of education is the largest governmental service delivery organization of Islamic Republic of Afghanistan responsible for provision of quality education for all.

In June 2018, the Swedish International Development Agency (SIDA), the Ministry of Education of the Islamic Republic of Afghanistan and UNESCO jointly agreed on a project funding, titled “Better Education Systems for Afghanistan’s Future (BESAF)”. The objective of the project is to provide technical support to the Ministries of Education (MoE) and Higher Education (MoHE) in line with the on-going education reform processes such as the National Strategic Education Plan III (NESP III). The project is organized around the three pillars of the NESP III, (i) efficient and transparent management; (ii) quality and relevance; and (iii) equitable access. Through BESAF, UNESCO will support MoE and MoHE to strengthen capacity and develop, implement and monitor robust education sector plans integrating a gender perspective and underpinned by accurate and reliable education sector data. The project will also support the revision of curricula and learning resources for formal general education (grades 1-12), non-formal adult education (levels 1-3), and higher education and research (Bachelor’s and Master’s), and increase access to general literacy and skills-based literacy programmers, with a particular focus on women.

The intern will assist the unit staff in carrying out the annual planned activities and meanwhile will gain knowledge and skills in working with the MoE departments. The interns will also be provided the opportunity to apply for the vacant civil service positions within the department or broader ministry vacancies.

## **Duties and Responsibilities**

1. 1 System, Procedure and guidelines
  - Assist Admin Manager In data and inventory entry.
  - Assist Admin Unit in preparing Electronic Filing System.
  - Assist in the registry and follow up of incoming letters.
2. Support service delivery
  - Assist in maintaining attendance of all staff working in the department through project contract.
  - Assist Admin Unit in Recording and maintain of files
  - Develop and submit monthly performance reports.
  - Other tasks as assigned by the Administration manager and Senior Management.

## **Qualifications**

The candidates should have the following skills, experience and qualifications:

- Graduated from the universities between 2015 to 2019 with first class degree in economics, business administration, computer science, social science, educational planning and management or other relevant disciplines
- Proficient in using MS Office programs
- Demonstrate professional oral and written communication skills
- Fluency in English and Dari/Pashto