

Position Title:	OSUN Grants Coordinator/Consultant
Reports to:	Grants and Project Senior Manager
Duty Station:	Online/Remote
Duration:	8 Months (Until end of June 2025)
Contract Type:	Consultancy
Salary:	1000-1300 USD Per Month
Benefits:	Not Available

Overview

Founded in 2006, the American University of Afghanistan (AUAF) is a private, non-profit nationally accredited university offering an American-style liberal arts education. We are a dynamic university with a student population of over 1000 students.

Job Summary

The non-USG Grants department at the American University of Afghanistan seeks an OSUN Grant Coordinator. The responsibilities include managing and coordination which will include reporting, follow ups with AUAF relevant departments including finance, academics and operations. This appointment will begin in November 01, 2024.

Required Knowledge, Skills, and Abilities

- Excellent verbal and written English communication skills.
- Strong written and verbal communication skills to effectively communicate with colleagues and stakeholders.
- Understanding of and commitment to the comprehensive university mission.
- Adaptability to changing priorities and the ability to adjust grant strategies as needed.
- A commitment to staying informed about changes in grant regulations.
- The ability to work collaboratively with colleagues across various departments to gather information and ensure grant-funded projects are implemented successfully.
- Strong problem-solving skills to address challenges that may arise.

Description of Job Duty

- Develop and implement administrative processes to facilitate coordination with OSUN.
- Maintain track of all OSUN activity agreements, invoices, payments and reporting
- Assist with general office coordination including management of correspondence and calendars.
- Initiate, track and follow-up on a range of concurrent administrative and financial activities.

- Review and reconcile grant financial reports and prepare payment requests in compliance with donor regulations, OSUN and AUAF policies.
- Schedule and coordinate program meetings; draft and distribute meeting minutes
- Keep track of all grants progress including deadlines and payments
- Reporting every week to keep the whole development informed about OSUN grants progress.
- Maintain standards of professional conduct and ethics appropriate to the professional position and the institution.

Preferred Qualifications

- Bachelor's degree
- Strong written, verbal, and interpersonal skills
- Excellent problem-solving, decision-making and time management abilities
- Demonstrated success working with diverse faculty and staff
- A self-starter with a positive attitude who finds that no task is too small and that all tasks are important to the overall operations of the department
- Proficiency with Google Drives, Microsoft Office, and the ability to learn new technology quickly and efficiently
- Detail oriented and highly organized with excellent follow-through

Submission:

Please submit your resume and cover letter in one PDF document to tender@auaf.edu.af and reference the vacancy number (AUAF-CoA-24-005) in the subject of your email.