



## **Job Description**

### **Project Manager (PM) - Kabul**

#### **Location**

PDT - Afghanistan, Kabul with occasional travel to regions.

#### **Duration**

12 months with further extension possible

#### **Context**

Peace Dividend Trust is a US-based 501C3 charitable organization that finds, tests, and implements new ideas for making peace and humanitarian missions more efficient and effective. PDT has over 140 staff with offices in Afghanistan, Timor Leste, and Haiti and will soon be expanding into Africa. We provide an exciting, challenging and fast paced work environment and pride ourselves on our ability to work hard, meet deadlines, and deliver creative and quality results for our donors and clients.

#### **Job Summary**

The overall mission of the Project Manager Kabul (PM Kabul) is to support the Peace Dividend Marketplace project in Afghanistan (PDM-A). This project matches small and medium Afghan businesses with organizations operating in Afghanistan. Specifically, this position will be to ensure that the PDM-A services provided to NATO, UN, prime contractors, NGOs and institutions is effective and maximizes the benefits to Afghan vendors in the Kabul region. He/she will be responsible for forming, maintaining and fostering productive relationships within that community in order to create business opportunities that will generate results and contribute to the achievement of PDT's goals in Afghanistan.

The ideal candidate will have experience working in the region, a strong sense of entrepreneurship, superior communications skills and a commitment to achieving results.

#### **Duties and Responsibilities**

##### **Business Development Duties**

- Initiate contact with new potential buyers and maintain ongoing good relations with known international buyers in the eastern region
- Market the concept of “Afghan First” and local procurement, showcase success stories of local procurement in Afghanistan and promote opportunities to increase levels of local procurement to international buyers, especially prime contractors in Kabul.
- Tailor PDT services and products according to the needs/demands of these buyers in order to maximize local procurement.

- Periodic visits to Mazar-e-Sharif and Jalalabad offices (and others as required) to maintain contact with buyers in those areas.
- Provide advice to the CD and BDM on ways to maximize potential returns for the Afghan private sector based on experience with KRCC and the prime contractors.
- Other duties as required.

### **Reporting**

PDT depends on the flexibility and initiative of its staff at all levels. The reporting chain described in this section is intended to maintain these qualities while, at the same time, maximizing our effect. To accomplish this, Project Manager Kabul is:

- Accountable to the PDT Country Director - Afghanistan and coordinates with key staff as required.
- Responsible for periodic reporting on results and progress made towards PDT's project goals as instructed by the Country Director and Operations Manager.
- Collaborate with Business Development Manager to ensure that PDM-A services to clients are fully coordinated.
- Responsive to the Operations manager for day-to-day activities and security issues.
- Responsive to the Administration and Finance Manager along functional lines.

### **Qualifications**

- Minimum three years experience, preferably in enterprise development, sales & marketing, procurement, or a related field – private sector experience an asset
- Minimum Bachelor's in business, marketing, or international development with emphasis in procurement, business development
- Experience in working in the region with donor funded projects an asset

### **Core Competencies**

- Communications/Relationship Building: an ability to initiate and build productive relationships with national and international counterparts and colleagues at all levels
- Communication skills/Cross-cultural: an ability to communicate clearly, and to comfortably do business in a cross-cultural environment, including excellent written and oral communication abilities

- Initiative: entrepreneurial approach to challenges, and initiative-rich and innovative in one's ability come up with new ideas and put them into practice

### **Applications**

Interested candidates must send a CV and cover letter by email to [vacancies@peacedividendtrust.org](mailto:vacancies@peacedividendtrust.org) no later than 1 October 2010. Your CV and cover letter should clearly state how your experiences meet the above responsibilities, qualifications and core competencies. The subject line of your email should read "PDT-NI Project Manager – Kabul".

Thank you for your interest in Peace Dividend Trust, however only applicants being considered for an interview will be contacted.

*To find out how we are building a better peace visit us at our website at [www.peacedividendtrust.org](http://www.peacedividendtrust.org) and on Facebook at <http://www.facebook.com/peacedividendtrust>*