



Famine Early Warning Systems Network (FEWS NET)

Early Warning Team Afghanistan Administrative Assistant

Scope of Work

Introduction

The Famine Early Warning Systems Network (FEWS NET) is an integrated set of activities funded by the United States Agency for International Development (USAID) and is intended to provide timely, accurate, evidence-based, and transparent food security early warning information and analysis. Created in 1985 in response to famines in East and West Africa, FEWS NET provides global coverage through a mix of presence and remote monitoring. FEWS NET's work is implemented across several pillars by a team of partners that includes the National Aeronautics and Space Administration, the National Oceanic and Atmospheric Administration, the United States Department of Agriculture, the United States Geological Survey, the University of California-Santa Barbara's Climate Hazards Center, Kimetrica, and Chemonics International (Chemonics). Chemonics houses FEWS NET's Early Warning Team (EWT), a team charged with integrated emergency food insecurity analysis through a Washington-based technical office and more than 20 project offices.

Based on an in-depth understanding of local livelihoods, EWT members monitor information and data on factors that affect food security, such as weather conditions and climate, crops, pasture, markets and trade, and nutrition. The FEWS NET EWT produces regular reports, including Food Security Outlooks and Outlook Updates, emergency alerts, market and price updates, and global weather hazards analyses. FEWS NET makes reports available at www.fews.net and distributes them globally to governments, relief agencies, and other organizations engaged in humanitarian response and development programs.

The seventh phase of FEWS NET began in 2019. The work of FEWS NET EWT relies on close collaboration with international, regional, and national partners on food security data and information gathering and analysis. Major activities include joint monitoring and assessments, data exchanges, collaborative analysis and reporting, and technical capacity strengthening. FEWS NET supports local and regional food security networks to contribute to achieving the global objective of food security for all.

Position Description

The FEWS NET EWT maintains field offices in Africa, Central America, Asia, and the Caribbean. The administrative assistant (AA) is responsible for assisting office manager/accountant (OM/A) in daily administrative work.

Responsibilities

The main responsibilities of the AA include, but are not limited to:

- Provides administrative support to the project and assists the OM/A with record-keeping and bookkeeping
- Develops and maintains required administrative office systems
- Assists the Office Manager in handling the petty cash account
- Scans all the finance and administration files and keep the electronic filing system
- Maintains tax records and trackers and report taxes in a timely manner
- Verify tax forms at the Ministry of Finance/LTO through regular visits to the MOF/Large Taxpayers Office
- Prepares all necessary administrative forms for project-related items

- Oversees the purchase of office supplies and related items
- Maintains travel records and trackers including ticket reservations and visa process
- Maintains inventory tracker and oversees the maintenance of office equipment
- Oversees the vehicle logbook and ensure that the vehicle is properly maintained
- Maintains trackers and ensure the leave records are maintained in personal files
- Supervises the maintenance of the project's filing system
- Coordinates the work of other support staff, such as drivers and cleaners, to meet the administrative needs of the office
- Provides translations services as necessary
- Serves as a liaison with home office as necessary
- Performs other administrative tasks assigned by supervisor to ensure efficient and smooth support to the project

Qualifications

- Proficiency in written and spoken English is required, local language skills relevant to the region are desirable
- A Bachelor's degree in Accounting, Finance, or related field is required. Significant, directly related professional experience may be substituted for education experience
- A minimum of three years of relevant experience in an equivalent position
- Prior international donor project experience is preferred
- Familiar with the MS Word, Outlook, PowerPoint, and Excel software

Location and Reporting

The AA will be based in Kabul, Afghanistan at the FEWS NET EWT national office and is directly supervised by the OM/A. For office administration and financial management, the AA will work directly with the OM/A to collaborate with the Afghanistan Country Representative and ROW Regional Representative, the Washington-based Project Management Unit (PMU), Home Office Operations Team, and the Senior Management Team (SMT).