

## Vacancy Announcement

<b>Title</b>	<b>Description</b>
<b>Vacancy Number</b>	AGHO-23005
<b>Position Title:</b>	Proposal Writer
<b>Job Location:</b>	Kabul
<b>City:</b>	Kabul
<b>Organization:</b>	Asia Green Hut Organization (AGHO)
<b>Years of Experience:</b>	Minimum of five (5) years of experience in proposal/grant writing, technical writing, or a related field.
<b>Education:</b>	Master's degree in a relevant field such as English, Communications, Marketing, or Business Administration.
<b>Gender</b>	Male/Female
<b>Contract Duration:</b>	One year (Three Months Probationary)
<b>Employment Type:</b>	Full Time
<b>Close date:</b>	2024-01-14
<b>Salary;</b>	As per Organization Salary

### **About Asia Green Hut Organization (AGHO):**

Asia Green Hut Organization (AGHO) is a non-governmental, non-profit and non-political organization, founded in 2012 by a group of experienced and professional Afghans and international experts. It is registered as a national NGO with the Ministry of Economy on the final decision no: (2766). AGHO's main goal is to empower women and youth at the community and policy levels in Afghanistan and to consolidate their roles and capabilities in the communities through enhancing their social, political, economic and cultural participation. AGHO envisions a society where all citizens enjoy equal rights free from the risk of violence, discrimination and social stigmas. AGHO's strategic focus is on certain key areas which include promotion of human rights and democratic values; awareness and advocacy for public support; mobilization for inclusiveness and generational change; education opportunities and learning resources accessible to women and girls; engagement of people of both genders to overcome societal barriers; and building the capacity of women and youth to represent their needs in development, peace building and democratic processes.

### **Job Description:**

This is a full-time on-site role for a Proposal Writer located in Kabul. The Proposal Writer will be responsible for developing proposals and grant applications, conducting research, and collaborating with teams to ensure comprehensive and accurate proposals meet project requirements. The Proposal Writer will also be responsible for editing and proofreading proposals to ensure they are consistently of a high quality and meets organizational standards.

### **Job Requirements:**

- Master's degree in a relevant field such as English, Communications, Marketing, or Business Administration



**Asia Green Hut  
Organization  
AGHO**

- *Minimum of 5 years of experience in proposal/grant writing, technical writing, or a related field*
- *Excellent written and verbal communication skills with the ability to present complex information in a clear and concise manner.*
- *Strong organizational, research, and project management skills with the ability to manage multiple tasks efficiently and effectively.*
- *Ability to work collaboratively with cross-functional teams, as well as independently with minimal supervision.*
- *Experience with organizations and corporate proposals, donor proposals, and/or non-profit grant applications preferred.*
- *Proficiency in Microsoft Office, Google Suite, and other relevant software programs.*
- *Experience with proposal submission portals, such as Grants.gov, UN preferred.*
- *Fluency in English required, fluency in additional languages a plus.*

### **Submission Guideline:**

*To apply for this position, please submit a detailed CV and a cover letter explaining your interest in the job to [hr@agho.net](mailto:hr@agho.net), and type the position title (Proposal Writer) on the subject line. Please send your applications before 14th January 2024.*

### **Submission Email:**

*hr@agho.net*