



## AFGHANISTAN INFORMATION MANAGEMENT SERVICES (AIMS)

### Vacancy Announcement

Post Title: **Data Entry Clerk**

Duty Station: Da Afghanistan Brishna Shirkat (DABS), Kabul

Vacancy number: AFG/AIMS/2010/016

Number of Post: 15 (Fifteen)

Sex: Male/Female

Duration: 3 months

Salary: \$ 300/month + \$50 (Food & Transportation Allowance)

**Closing date: Tuesday August 03, 2010**

#### **Duties and Responsibilities:**

AIMS want to hire 15 fifteen Data Entry clerks for its Kabul Electricity Service Improvement Program (KESIP) Project, to do Data Entry in Da Afghanistan Breshan Sharkat (DABS) Databases.

#### **Qualification Requirements**

At least high School graduated  
To have very good Dari Language knowledge both in Grammar and Spelling  
To be very good in Dari Typing

#### **Advantages**

Having proper or official experience in Dari Typing is an advantage,  
Having higher education is also advantage

#### **Procedure for Application**

##### **Soft Copy to:**

Interested qualified **afghan nationals** who meet the above mentioned criteria should submit their Resume to HR Dept at [vacancies@aims.org.af](mailto:vacancies@aims.org.af) no later than closing date i.e. **Tuesday August 03, 2010**.

Please mention the Post Title and Vacancy Number in the subject of your email.

##### **Hard Copy to:**

Human Resources Department, AIMS, House # 1070, Street # 15, 1st left lane, Wazir Akbar Khan Kabul, Afghanistan,

For more details, please visit AIMS website at [www.aims.org.af](http://www.aims.org.af)