



Vacancy Number:	
Post Title:	General Manager -Dunning- AFTEL
Organization:	Afghan Telecom
Location:	Head Quarter
Duration:	10 Months
No. of Post:	One
Sex:	Male/female
Nationality	Any
Salary:	Matching with Experience
Announcing Date:	14 December ,2008
Closing Date:	25 December, 2008
Submission Email:	<a href="mailto:hr@afghantelecom.af">hr@afghantelecom.af</a>
Background:	Afghan Telecom Corporation is the only basic telecom service provider in Afghanistan. It aims to provide superior connectivity solutions to the people of Afghanistan. Promoted by the Ministry of Communications, Afghan Telecom provides affordable Wireless and Digital Fixed Line services.
Job Summary:	<ol style="list-style-type: none"> <li>1. Responsible for coordinating with regional heads and regional finance managers on weekly basis regarding outstanding dues</li> <li>2. Coordinate meetings regarding the progress on Government agencies / corporate clients out standings.</li> <li>3. Managing the timely data-entry of the collections in the Billing system for the regions, the receipts in the Teleshops and receipts in the bank accounts.</li> <li>4. Preparing process for receipts of the outstanding reports from all provinces on weekly basis</li> <li>5. Reconciliation between the Billing System and the Financial System, the overviews received from regions and Teleshops and the bank accounts.</li> <li>6. Preparing overviews for Government agencies / corporate clients in regard to their outstanding on monthly basis.</li> <li>7. Monthly based analysis reports for billed amount / collected / outstanding regarding corporate / government agencies.</li> <li>8. Monthly based reports on the status of outstanding dues / collected dues.</li> <li>9. Monthly summary report on all activities of dunning team</li> <li>10. Updated information from all regions and summary report to CEO and CFO .</li> <li>11. Advise CFO on short comings and improvements in the internal control procedures at HQ and in the regions.</li> <li>12. Develop procedure manual for the Dunning process.</li> <li>13. Advise CFO on outstanding dues of subscribers and suitable actions to be taken.</li> <li>14. Any other tasks /assignments as assigned by AFTEL.</li> </ol>

<p>Qualification</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Degree with 05 years experience.</li> <li>• Extensive knowledge of Excel, Word and Windows 2000/XP</li> <li>• Experience with advanced accounting systems</li> </ul> <p><b>Desired:</b></p> <ul style="list-style-type: none"> <li>• Fluency in English (written and spoken) and local language</li> <li>• Working experience as a manager in Telecom Company.</li> <li>• Using own initiative and working with minimum supervision.</li> <li>• Analytical and problem solving skills</li> <li>• Having capacity to learn and ability to meet deadlines and to work under pressure.</li> </ul>
<p>Submission Guideline:</p> <p>CVs to be sent to the corporate Head Quarters of Afghan Telecom Kabul or to any Zonal Head Quarter in Afghanistan (Addressees given here)</p>	<div data-bbox="573 583 1170 800" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><i>Afghan Telecom corporate office</i></p> <p>4<sup>th</sup> Floor Post Parcel Building          Mohammad Jan Khan Watt, Kabul          Afghanistan.          Tel: 0202103726          El: mai <a href="mailto:hr@afghantelecom.af">hr@afghantelecom.af</a></p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div data-bbox="573 863 1170 1125" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>KABUL</b>  <i>Afghan Telecom</i>          3<sup>rd</sup> Floor PTT Building Kabul Regional          Office Pashtonistan Watt, Kabul          Afghanistan          Tel: 0202102650          E.meil:ahmad.sear@afghantelecom.af</p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div data-bbox="573 1178 1170 1360" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>KUNDUZ</b>          Add: 2<sup>nd</sup> District          Walayat Avenue          Ministry of Communication Building          Telephone Number: 0093 (75) 550-2669</p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div data-bbox="573 1402 1170 1570" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>JALALABAD</b>          Add: 1<sup>st</sup> Floor Ministry of Communication          Building          Telephone Number: 0093 (75) 200-2004</p> </div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div data-bbox="573 1612 1170 1801" style="border: 1px solid black; padding: 5px;"> <p><b>HERAAT</b>          Add: 1<sup>st</sup> Floor Ministry of Communication          Building          Telephone Number: 0093 (040) 220-123</p> </div>

	<p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px;"><p>KANDAHAR Add: 2<sup>nd</sup> Floor Ministry of Communication Building Telephone Number: 0093 (030) 3002125</p></div> <p style="text-align: center;">Or Afghan Telecom zonal Head Quarter of</p> <div style="border: 1px solid black; padding: 5px;"><p>MAZAR-E-SHARIF Add: 1<sup>st</sup> Floor Ministry of Communication Building Telephone Number: 0093 (050) 5011200</p></div>
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**IMPORTANT NOTES**

1. *Applications will be reviewed thoroughly and only those candidates will be contacted for interviews whose qualifications meet the requirement of the job.*
2. *Short listed candidates are normally contacted within a week after the deadline for applications.*
3. *Applicants should have at least two references of the supervisors/coworkers, with whom they have worked.*
4. *All documents/Certificates should be attached with the CV.*
5. *Afghan Telecom is an equal opportunity employer and applications are reviewed based on merits and without regard to applicants race, ethnicity, beliefs, age, gender, marital status and physical or mental disability.*