

Job Announcement

3 Job Title: Project Coordination & Dispatch Manager

Location: Kabul, Afghanistan **Company:** Helmandi Roshawn Co. **Employment Type:** Full-Time

About Us

Helmandi Roshawn Co. is a dynamic energy and infrastructure company managing multiple concurrent projects across Afghanistan. Our operations rely on seamless coordination between internal teams and a diverse network of subcontractors, suppliers, and stakeholders. We are committed to delivering high-quality, sustainable solutions, and we're looking for a skilled professional to help us keep everything running smoothly.

****Operation Overview**

The **Project Coordination & Dispatch Manager** will serve as the central communication and logistics hub for all ongoing projects. This role is critical to ensuring that technical, financial, and operational teams, as well as external contractors and suppliers are aligned, informed, and executing their tasks without conflict or delay.

Key Responsibilities

- Coordinate daily operations across multiple projects and teams.
- Act as the primary liaison between internal departments (technical, financial, stockkeeping) and external stakeholders (contractors, subcontractors, suppliers)
- Develop and maintain project schedules, dispatch plans, and coordination protocols.
- Monitor progress and resolve conflicts between different work groups to ensure smooth execution.
- Facilitate regular coordination meetings and status updates.
- Track deliverables, deadlines, and dependencies across subcontracted workstreams.
- Ensure that all parties are informed of changes, risks, and updates in real time.
- Maintain documentation of communications, schedules, and dispatch records.
- Support procurement and logistics planning in coordination with stockkeepers and suppliers.
- Identify bottlenecks and proactively propose solutions to avoid delays or overlaps.

% Authorities & Decision-Making

- Authorized to request updates, reports, and schedules from all subcontractors and internal teams.
- Can recommend adjustments to work plans and dispatch schedules to prevent conflicts.

Page 12



- May escalate issues directly to senior management when coordination breakdowns occur.
- Has the authority to convene cross-functional meetings and enforce communication protocols.

Reporting Structure

- Reports To:
 - o Operations Manager
 - o company Director (or CEO, depending on company hierarchy)
- Receives Instructions From:
 - Senior Management
 - Project Leads
 - Technical and Financial Supervisors
- Coordinates With:
 - o Technical Teams
 - Financial Teams
 - Stockkeepers
 - Contractors & Subcontractors
 - o Suppliers
 - Site Supervisors
 - o External Stakeholders

(2) Ideal Candidate Profile

- Proven experience in project coordination, dispatch, or operations management
- Strong organizational and communication skills
- Ability to manage multiple stakeholders and resolve conflicts diplomatically.
- Familiarity with construction, energy, or infrastructure projects is a plus.
- Fluent in Dari and Pashto; English proficiency preferred.
- Tech-savvy with experience using scheduling and communication tools.

How to Apply

Interested candidates should find and complete the job application form in https://forms.gle/5nBXGcHJTJXu5h8L9 and also send their CV and a brief cover letter to info@helmandi.com & Cc info.hroshan@gmail.com with the subject line: "Application – Project Coordination & Dispatch Manager".

Thanks for your interest; and best of luck.

Job Announcement