

Kateb University
Student Affairs Deputy
Student Development Center
Career Services Center

Report

Career Services
2019

Producer: The Chair of Career Services Center

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Annual report of the Career Services Center

2019

Introduction:

Kateb University Career Services Center, founded to raise the scientific-technical level and expand pragmatic knowledge, seeks to empower students of Kateb University, so that in addition to learning theoretical knowledge, they get acquainted with the labor market and develop the abilities required to find and undertake work projects.

In this regard, the establishment of this center by Kateb University has been a step forward in laying the ground for the empowerment of young job seekers.

The main activities of this center in 2019 are as follows:

The activities of Kateb University Career Services Center are in several different fields:

- 1- Holding job search skills workshops.
- 2- Organizing seminars to get students acquainted with the market situation.
- 3- Drawing up agreements with organizations affiliated with employment agencies.
- 4- Launching a Job Fair conference to invite companies and introduce the prospective students of Kateb University and other job seekers to potential employers.

1- Holding a job search skills workshop:

In 2019, three workshops specific to job search skills were organized, including:

1- Leadership and Professionalism training workshop:

Kateb University Career Services Center held a leadership training workshop on Saturday and Sunday, September 9 and 10, 2019 at the central branch of Kateb University.

This two-day workshop was hosted by Mansoureh Sharifi and Fatemeh Rahimi.

On the first day of the workshop, they elaborated on leadership, definitions, concepts, leader-manager difference, leader-boss difference, and other relevant subjects from both theoretical and practical perspectives. On the second day, the workshop was about expertise and interviewing skills. In this section, CV writing, email writing and interviewing skills were discussed and trained.

At the end of the workshop, participants were awarded a certificate of attendance. This program was open to participants free of charge.



2. Job Search Skills Workshop:

Kateb University's Career Services Center, in collaboration with jobs.af website (www.Jobs.af), sponsored a job search skills seminar on Thursday, June 20, 2019 at the Master Assembly Hall of Kateb University.

The "Job Search Skills" training seminar, hosted by Reyhanullah Davoodzi, the senior manager of the jobs.af website, discussed the following issues.

- Cover Letter Writing
- Email Etiquette
- Resume Writing
- Interview Skills
- Mock Interview

In this one-day program, which was organized by Kateb's Career Services Center in collaboration with the jobs.af website, students were introduced to the job search process. Mr. Davoodzi, stressing the importance of acquiring job search skills irrespective of one's competency, specialization and education, shared important points about writing cover letters and CVs with participants, providing professional and several mock job interviews.

In this regard, "Kateb Job Fair" in collaboration with Jobs.af website was scheduled on the second Sunday of July, which was open to participants free of charge.





3- The second workshop on Spaghetti Bridge:

The second one-day training workshop on the construction of the Spaghetti Bridge was held on Thursday, May 16, 2019 at the Master Assembly Hall of of Kateb University by the Civil Engineering Department in cooperation with the Career Services Center of Kateb University.

This training workshop was held from 2 to 7 pm for 5 hours by Professors Zare and Tajik.

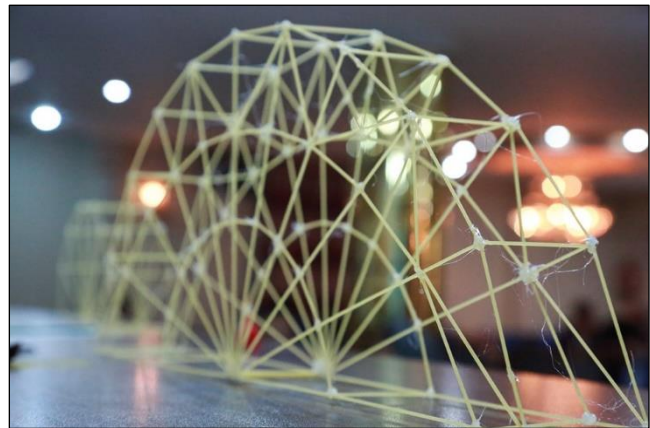
This free workshop, which was designed to acquaint students with the structure of the Spaghetti Bridge, brought in an outstanding turnout of students from private universities in Kabul, Kabul University and Kabul [Polytechnic University](#).

In this workshop, students learned about the construction of spaghetti bridges and the rules of this competition.

One main feature of this workshop was that students gained first-hand experience of constructing spaghetti structures with the assistance of professor Zare, learning about the type of knots, strength, etc. under the guidance and professor Zare.

At the end of the program, a certificate was awarded to all participating students.

It is worth mentioning that this program is a prerequisite for the spaghetti bridges competition that will be held in the near future at Kateb University.



2- Workshops about the recognition of labor market situation:

In 2019, two seminars were held to raise students' awareness of the labor market, including:

1- Islamic Banking Seminar:

Islamic banking seminar was organized by the Career Services Center of Kateb University in cooperation with the Islamic Bank of Afghanistan, on Sunday, October 20, 2019 in Dasht-e-Barchi branch of Kateb University.

The seminar commenced with the recitation of a few verses from the Holy Quran by Mohammad Yahya Jafari, student of Kateb University, economic faculty.

Mr. Sharif then delivered a speech about Islamic banking and Mr. Mohammad Masoom Maiwand gave a presentation on Islamic banking and important issues surrounding Islamic banking.

At the conclusion of the program, Mr. Sharif and Mr. Maiwand answered questions about Islamic banking, and the Career Services Center of Kateb University presented a plaque of appreciation to Mr. Davoodi, Mr. Sharif, Mr. Maiwand, and Mr. Jafari for their efforts.



2- Technology and Entrepreneurship Training Seminar:

Kateb University Career Services Center, in cooperation with Afghanistan Holding Group, organized a technology and entrepreneurship training seminar on Thursday, November 14, 2019 at the Assembly Hall of Dasht-e-Barchi branch of Kateb University.

In this workshop, Mr. Barkat Ali Firuz, the Director of Afghanistan Programming Department of Holding Group, gave a presentation on launching new startups, turning ideas into startups, coming up with creative and entrepreneurial ideas, entrepreneurship, etc.

In this program, he also introduced some new startups and responded to the participants' questions.

In the conclusion, the participants received gifts supplied by Afghanistan Holding Group, asking their personal questions of Mr. Firooz while being entertained by Kateb University.

According to the agreement between the Student Development Center of Kateb University and Afghanistan Holding Group, short workshops on “Putting ideas into startups” are going to be held at Kateb University.



3- Memorandum of understanding with employment agencies:

In 2019, memorandum of understanding was signed with 11 organizations about employment and internship of students, and the current agreements were extended, which included:

- 1- Agreement with Jobs Employment Website.
- 2- Agreement with the National Disaster Preparedness Office.
- 3- Agreement with [Promot](#) (Women in Economics).
- 4- Agreement with Afghan Vista Company.
- 5- Agreement with the Afghan Football Federation.
- 6- Agreement with the Thoughtful Youth Association.
- 7- Agreement with Nia Institute.
- 8- Agreement with [Hileh](#) Institute.
- 9- Agreement with Afghanistan Chambers of Commerce and Industry.
- 10- Agreement with the Institute of Peace, Media and Good Governance.
- 11- Agreement with Online Business Academy.

4- Holding a job fair conference to invite companies and introduce prospective students of Kateb University and other job seekers to potential employers

"Kateb Job Fair", with the attendance of fifteen companies from the private sector, was held on June 22, 2020 at the Assembly Hall of the center branch of Kateb University. This fair was hosted by the Career Services Center in collaboration with the jobs.af website.

This one-day fair, with a turnout of more than 3,000 people, including students and graduates of Kateb University and other universities, was organized by the Career Services Center in collaboration with the jobs.af website. The private sector companies taking part in the fair endeavored to absorb newcomers and students, who generally lacked work experience, to various sectors by introducing their field of activity to visitors. Meanwhile, the companies collected the resumes of the applicants, promising to recruit eligible candidates. "That the companies are being flexible about work experience is a valuable opportunity for us and for newcomers," said Morsal, a business administration student at Kabul University.

The initiative, launched by Kateb University in collaboration with Jobs.af website, required students and enthusiasts to register online prior to the event.

A prominent feature of this fair was that the job seeker could speak directly and face to face with the representatives of the employers, and these companies could find and recruit their qualified and eligible employees in this way.

Kateb Job Fair, which was held for the first time at this university with the attendance of companies such as Etisalat, Afghan Wireless, jobs.af website, etc., was concluded by awarding certificates of appreciation to company representatives by the Student Development Center and job.af website, which was performed by Reyhaullah Davoodzi, the senior manager of this website.





