



**Islamic Republic of Afghanistan**  
**Ministry of Rural**  
**Rehabilitation and Development**  
**Citizen Charter Program of Afghanistan**



---

**External Vacancy Announcement**

**Introduction**

The Citizens Charter is a National Priority Program (NPP) of the National Unity Government (NUG) that was officially launched on September 25, 2016.

The Citizens Charter is an inter-ministerial, multi-sectorial NPP, where Ministries have collaborated to provide basic services to rural communities. The key service delivery ministries involved are: Ministry of Rural Rehabilitation and Development (MRRD), Ministry of Education (MoE), Ministry of Public Health (MoPH) and Ministry of Agriculture, Irrigation and Livestock (MAIL), with oversight by Ministry of Finance (MoF). MRRD has a key role and will be responsible for infrastructural development and strengthening CDCs and Cluster CDCs. The Community Development Councils (CDCs) will be linked to sub-national government to improve communication and coordination from the community to the district, provincial and national levels - increasing Government visibility and accountability. The Citizens' Charter is an important foundation for the Government's reform agenda, contributing to a number of priority areas including: Ensuring Citizens' Development Rights; Building Better Governance; Reforming Development Planning & Management and Developing Partnerships.

The Citizens Charter intends to improve service delivery by ensuring minimum service standards, provide greater responsiveness by the Government to the people and increase the level of public satisfaction with services. The Charter commits to deliver the following core services across the country over a 10-year period:

- Basic health services
- Basic education access
- Safe drinking water and sanitation
- Improved farming technologies and the delivery of extension services
- Rural connectivity with tertiary roads
- Rural renewable energy

<b>Title:</b>	<b>Sr. Training/HR Officer</b>
<b>Vacancy Announcement No:</b>	<b>255/HRMD/CCNPP/MRRD</b>
<b>No. of Post:</b>	<b>1</b>
<b>Duty Station:</b>	<b>Kabul HQ</b>
<b>Duration:</b>	<b>1 Years (Extendable)</b>
<b>Salary:</b>	<b>As per NTA Salary Scale</b>
<b>Announcing Date:</b>	<b>11 March, 2018</b>
<b>Closing Date:</b>	<b>20 March, 2018</b>



**Islamic Republic of Afghanistan**  
**Ministry of Rural**  
**Rehabilitation and Development**  
**Citizen Charter Program of Afghanistan**



**Job Summary:**

The followings are the duties performed by employee in this position. However, employee may perform other related duties at an equivalent level.

**Job Responsibilities:**

- Preparing of training events (planning, invitations, communication with participants, preparation of training venues.)
- Preparing budget for training activities.
- Reporting on financial issues of training activities.
- Assisting in the implementation of training events (logistics, procurement, catering).
- Preparing and organizing the documentation of trainings (gathering material, filing and reporting).
- Overall management of training facilities and equipment
- Maintenance/updating of training databases on regular basis.
- Conducting trainings to CCNPP staff in both HQ and Field Offices
- Conducting TNA on annual basis and prepare annual training plan
- Implementing and follow up the annual training plan.
- Managing the day-to-day human resources as (timesheets, leave requests, contracts, and personnel filing system)
- Drafting the following documents: Vacancy Announcements (REOIs), Recruitment Requests, Tracking of recruitment, and any other necessary document;
- Posting vacancy announcements on websites; Managing and collection of Applications/CVs both hard and soft;
- Ensuring the HR Policy Manual is properly followed up in all HRM related activities
- Keeping very strict follow up of all HRM related issues with field offices;
- Entering, updating and managing employee's data in HRMIS;
- Preparing, providing and generating reports from HRMIS when and while needed;
- Fulfills additional/any other duties as assigned by the Head of Unit.

**Requirement (Qualification, Experience and Skills):**

- A Bachelor degree in Business Administration, Economics



**Islamic Republic of Afghanistan**  
**Ministry of Rural**  
**Rehabilitation and Development**  
**Citizen Charter Program of Afghanistan**



- 5 years of relevant experience in the related field, proven experience in human resources is must.
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Strong reporting skills, employee's data management and able to prepare different types of reports.
- Understanding of labour laws and disciplinary procedures
- Excellent communication, team working and problem-solving skills;
- Fluency in written and spoken Pashto, Dari and English;
- Good computer skills, different types of reporting, including proven experience using the Microsoft Office package;
- Problem-solving and decision-making aptitude;
- Strong ethics and reliability;

**A. Abilities**

- Ability to multi-task and work under pressure;
- Ability to work independently and also as an effective team member;
- Professionalism in appearance and demeanor;
- Willingness to enhance knowledge of team members through training and personal initiative;
- Willingness to travel different provinces

**Core Objectives:** (Minimum 3 and Maximum 4)

**Core Competencies:**

- Job knowledge
- Communication
- Motivation/Self Reliance
- Team Work Ability
- Planning and organization

**Required Knowledge & Skills:**

**Knowledge of:**



**Islamic Republic of Afghanistan**  
**Ministry of Rural**  
**Rehabilitation and Development**  
**Citizen Charter Program of Afghanistan**



- Theories, principles, and practices of Human Resource Development Applicable Afghan, MRRD and CCNPP rules and regulations governing employment contract administration for professional consultancy services contracts.
- Principles of program and personnel management.
- Principles of training.
- Systematic Approach to Training methodologies.
- Database management.

**Skills:**

- Good communication and presentation skills, be able to detect meanings that are hidden in tone, body language
- Time management, Analytical and prioritization skills.
- Tactful and diplomatic skills.
- Ability to work well in a cross-cultural environment.
- Proactive and leading skills.
- Stress tolerance.

**Place in Organization:**

- Head, HRM Division
- Head, Training and Organization Development Unit

**How to Apply:**

Please send your up-to-date CV with covering letter telling us why you are applying and how you met the required competencies before closing date, Interested Afghan Nationals should submit their applications in writing (clearly indicating on the subject line the title of the position and Vacancy Announcement Number e.g. **(Sr. Training/HR Officer)255/HRMD/CCNPP/MRRD** to: [vacancies@ccnpp.org](mailto:vacancies@ccnpp.org)



**Islamic Republic of Afghanistan**  
**Ministry of Rural**  
**Rehabilitation and Development**  
**Citizen Charter Program of Afghanistan**



---

The MRRD/CCNPP strongly encourages woman candidates to apply. It applies a pro-active and positive discrimination policy towards woman candidates as follows:

Women candidates with slightly lower than the stated required educational qualifications will also be considered.

If offered this position, the woman position holder will be allowed an adult male or female relative as a Mahrram for official travel, if/when required.

The MRRD and its CCNPP will promote a women-friendly environment with clear anti-harassment policies enforced.

The Human Resources Management and Development Division  
Tashkilat Street, District 6<sup>th</sup>, Darul Aman  
Citizens Charter National Priority Program  
Ministry of Rural and Rehabilitation and Development  
Kabul, Afghanistan