



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

Title:	Accountant
Vacancy Announcement No:	261/HRMD/CCNPP/MRRD
No. of Post:	1
Duty Station:	Kabul HQ
Duration:	1 Year (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	14-April, 2019
Closing Date:	28-April, 2019



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Key Responsibilities:

- Prepare the vouchers of all operational costs including, administration expenses, vendors, FPs, international consultants, etc.
- Posting entries of operation expenditures onto the computerized accounting software (quick book) in accordance to the MoF Charts of Accounts.
- Check bank transfer orders and supporting documents as required for signature by authorized persons and arrange for delivery to the Bank.
- Checks the vehicle & general log books, showing kilometrestravelled and fuel used for the month for all CCAP vehicles and point out observed irregularities
- Maintain the daily petty cash book and ensure the petty cash transactions are recorded on daily basis.
- Prepare weekly petty cash reconciliation statement and submit to the Head of Unit.
- Maintain proper Documents Tracking Register on date-wise.
- Maintain proper and voucher-wise, province-wise filing system of all payments, receipts, and supporting documents, reports, letters and other documentations.
- Ensure PRFs are checked for the availability of budgets with the consolidated approved budget for the concerned division/Directorates/field offices.
- Clearance of operations with the field offices on monthly basis or as when required.
- Maintain CCAP fixed asset register with simultaneous updates with the posting of fixed asset expenditures and account for capital expenditures according to the requirements of the Financial Management Manual.
- Prepare Supplier's income tax transfer.
- Regular send the inventory update list to the admin division for reconciliation purposes.
- Maintain inventory of HQ and field offices in the computerized accounting system/software.
- Maintain proper voucher-wise, province-wise filing system of all payments, receipts, supplier's contracts, supporting documents, reports, letters and other documentations.
- Prepare and check incoming payments of HQ staff advances, suppliers' payments, Supplier's petty cash etc.
- Maintaining Documents Tracking Register (DTR) on regular basis.
- Track bank deposits and payments on regular basis.
- To liaise with MRRD, DAB and MoF on day-to-day finance related activities.
- Assist Sr. Accountant on day-to-day running of assigned activities.
- Other special duties as assigned by head of Finance division.



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Qualification Requirements:

- Bachelor's degree in (Economics, BBA), with 4 years related work experience.
- Have clear understanding and knowledge of relevant guidelines and policies as stated in the CCAP Operations Manual (OM) and the Financial Management Manual (FMM).
- Familiar and understand Ministry of Finance Coding System, Chart of Accounts, relevant government forms (e.g.: B3, B27, M12, M16 etc.) by coordinating with CCAP finance department to ensure allotments and payments are processed on time.
- Have clear understanding and knowledge of MS Office (specially excel functions) and operate Quick Book software
- Ability to prepare operational plans of organization or project.
- Having required skills in the related technical field.

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. (Accountant)261/HRMD/CCNPP/MRRD to: vacancies@ccnpp.org

Important Note: any/all application without the mentioned subject line will not be consider.

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 Mahram for official travel, if/when required.

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



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The Human Resources Department
Tashkilat Street, District 6th, Darul Aman
Citizens Charter Afghanistan Program
Ministry of Rural and Rehabilitation and Development
Kabul, Afghanistan,