



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:	Community Procurement Officer
Vacancy Announcement No:	259/HRMD/CCNPP/MRRD
No. of Post:	6
Duty Station:	Kabul, Nangarhar, Balkh, Herat, Kandahar, and Ghazni
Duration:	1 Year (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	6th - April, 2018
Closing Date:	15th - April, 2018



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About EQRA?

EQRA aims to increase equitable access to primary and secondary education, particularly for girls, in selected lagging provinces, and to improve learning conditions in Afghanistan. The project introduces a shift from monitoring only enrolment of students (which also include permanently absent students) to focusing on bringing children into school and their attendance. EQRA will: (a) focus on the 17 most lagging provinces in terms of girls' attendance in schools; This includes nine provinces chosen as those with the highest numbers of out-of-school girls (Herat, Kabul, Nangarhar, Kandahar, Helmand, Ghazni, Kunduz, Balkh, Faryab), and eight provinces with the highest percentages of out-of-school girls (Urozgan, Zabul, Paktika, Wardak, Logar, Badghis, Khost, and Nuristan). (b) direct the system toward tracking and rewarding retention of students, especially girls, by tracking attendance of students as opposed to enrolment (the difference between actual attendance and enrolment is estimated between 30 percent and 35 percent); and (c) focus on strengthening the governance of general education to improve the service delivery transparently and strengthen accountability, an area which was not supported systematically under the previous operations.

Schools construction through Citizens' Charter:

Based on the decision of H.E. President Ghani on March 14th, 2018 the mandate for constructing rural schools with 6 to 12 classrooms under EQRA has been given to the Ministry of Rural Rehabilitation and Development (MRRD), to be implemented through Community Development Councils (CDCs) and Cluster Community Development Councils (CCDCs). EQRA, which is a US\$ 298 million program jointly funded by the International Development Association (IDA), the Afghanistan Reconstruction Trust Fund (ARTF) [and the Global Partnership for Education (GPE)] will support the construction of 1,946 schools (1,208 girls' and mixed schools and 738 boys schools) and provision of missing essential elements such as missing classrooms, boundary walls, water points, and latrines of a school building, as needed for additional 700 schools that have a building but lack these elements in the 17 selected provinces.

Key Responsibilities:

Note: The following are the duties performed by employee in this position. However, employee may perform other related duties at an equivalent level. Individual in the position does not necessarily perform all duties listed.

- Asses training needs of the community members and PMUs and other field personnel related to the responsibility of procurement and social audit.
- Develop training materials for conducting training of the above target trainees, in the field of procurement and social audit.



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- Identify potential Community Members (CMs) for developing as Community Trainers in procurement and social audit;
- Arrange training of identified potential CMs by providing TOT;
- Assist the PMUs and other field personnel in preparing plans to utilize the trained CMs as trainers for communities in procurement and social audit;
- Cross-check the quality of training imparted to the field staff by attending training sessions as observers, and by inspecting procurement and social audit activities and documents in CDCs and PMUs;
- Arrange and facilitate workshops to obtain feedback from the field level personnel including CDC members and Community Member Trainers (CMTs) on problems in community procurement and social audit and the community procurement procedures as incorporated in the Operation Manual (OM), and the social audit manual;
- Liaise between the EQRA-CCAP Management level and Field/Community level in respect of community procurement matters, and keep EQRA-CCAP Management updated of procurement and social audit problems going on in the community/field level;
- Regular field visit e. g 1-2 weeks per month in the field to monitor and review the communities' procurement processes and prepare report on procurement documents spot checks.
- Arrange for periodic revision of the community procurement procedures and the social audit manual on the basis of feedback from the field level including CDC Members, CMTs and PMUs on community procurement and social audit;
- Working closely and support the responsible engineers and CDCs in the part of communities' procurement plan preparation, procurement execution and management.

Qualification Requirements:

- Bachelor's degree preferably in public administration, management, development and civil engineering from a recognized, accredited university.
- At least 4 years of direct experience in public procurement with international donor funded projects and direct work experience in procurement with the development programs and projects and World Bank funded projects would be a distinct advantage;
- Ability to prepare operational plans of organization or project.
- Having required skills in the related technical field.



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Knowledge, Skills, and Abilities:

- The incumbents should be very familiar with MS Office software. Experience in procurement of Works in Government Ministries or Departments or donor agencies is highly desirable.
- Typing ability in Dari and English is essential.
- Previous training and facilitation skills.
- Planning & Organizing- Ability to plan own work and manage conflicting priorities.
- Technology Awareness- Easy working familiarity with Microsoft Word and Excel. Sufficient speed with the computer keyboard typing in English. Internet applications; familiarity with database management desirable.
- Teamwork- Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethics environment with sensitivity and respect for diversity.

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. (**Community Procurement Officer**)259/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 Mahrram for official travel, if/when required.



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

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