



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



External – Vacancy Reannouncement

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



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Title: Head, Contract Management & Community Procurement Unit
Vacancy Announcement No: 260/ HRMD/CCAP/MRRD

No. of Post: 1
Gender: Male/Female
Duty Station: Kabul HQ
Duration: 1 Year (Extendable)
Salary: As per NTA Salary Scale
Announcing Date: 6th April 2018
Closing Date: 15th April 2018

OBJECTIVE:

To manage the Contracts and Community Procurement of the CCAP Procurement Division and assist the division as to minimize time delays to ensure the assigned tasks are implemented within the original time schedule and project costs.

DISTINGUISHING FEATURES:

The incumbent will carry out Contract Management and Community Procurement under the CCAP Procurement & Contract Management Manual and procurement regulations of the World Bank for all projects financed by the World Bank. The incumbent will be working closely with the Head of the Division and mentor/coach procurement officers in procurement. The incumbent shall also demonstrate behavior of professional and personal ethics, transparency and openness, to gain respect and similar behavior of colleagues in the workplace;

PRINCIPLE ACCOUNTABILITIES:

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

Under the general supervision of Head of the Procurement Division, the Unit Head, Contract Management and Community Procurement is responsible for doing the following duties:



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Contract Management:

1. To insure assisting the Head of Division in designing or preparing the Division's work plan and budget.
2. Establish a sound and systematic contracts management/tracking system.
3. Make sure contractors/suppliers and consultancy firm Contract Management system has been updated, all entry has been done and technically enhanced.
4. Have a lead role in contractors/suppliers and consultancy firm performance analysis to ensure that the planned targets are achieved in timely manner and ensure to make a smooth follow up and feedback mechanism of the supervisory and contract management system.
5. Coordinate and liaise with Finance Division regarding the contractors/suppliers and consultancy firm payments and projection.
6. Strengthen the communication between the client and the consultants/suppliers
7. Ensures receipt of progress reports and updates by the Head of Procurement Division on the performance status of the contracts.
8. Close liaison and effective reporting to Program Senior Management on all types of contracts/activities related to PD Contract Management.
9. Issue periodic notice to the consultants/suppliers in cases where the performance progress is not in line with the schedule agreed to in the contract.
10. Verifies, Performance Bonds/Bank Guarantees and Advance Payment Guarantees from the issuing banks/entities;
11. Advise on liquidated damages (ld.).
12. Advise and provide feedback on contractor's complaints
13. Figure out legal solutions for contractual conflicts and issues.
14. Provide feedback on contracts amendments and terminations.
15. Work in the World Bank STEP system and update all procurement activities payments via the system.

Community Procurement:

1. Assisting Head of Procurement Division, in Community Procurement in overall planning and managing of the Community procurement required under the project.
2. Check and review of the procurement of Goods, Works, Consultancy & services of CDC's required under the project.
3. Supervise and asses training needs of the community members, FPs, PMUs and other field personnel prepared by the Community Procurement staff related to the responsibility of procurement.



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4. Oversight of the development of the training materials for conducting training of the above target trainees, in the field of procurement, and submit the training material for review and approval of CCAP Management;
5. Identify potential Community Members (CMs) for developing as Community Trainers in procurement;
6. 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 the community procurement procedures as incorporated in the CCAP Procurement & Contract Management Manual.
7. Assisting in Bid-opening and Bid-evaluation meetings, preparation of statement for Bid-evaluations, preparing contracts, etc. for procurement Community Projects.
8. Arrange the publication of Bid Documents of Community Projects and other advertisements in local newspaper and the CCAP website.
9. Ensuring all procurement project correspondence is received dispatched and record.
10. Such other duties as may be assigned by the Head of Procurement Division

Minimum Requirements

- A bachelor's degree with 5 years' experience in the related field, preferably in management, engineering development or similar fields from a recognized, accredited university.
- Professional work experience in field on procurement and contract management, Procurement and contract management with the United Nations, World Bank, Ministry of Finance, etc. would be a distinct advantage.
- Management and Team leadership ability.
- Having the required skills in general management.
- writing and communication ability in professional and related area.

Knowledge, Skills, and Abilities

- Professionalism - Theoretical knowledge of internationally recognized procurement standards; good understanding of procurement techniques and practices used in the private sector and knowledge of market trends and sources of supply and equipment; experience in procurement/contract execution and administration; good understanding



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- of internal procurement policies, practices and procedures; proven analytical skills, including ability to research and analyze data and develop recommendations on procurement contracts awards and related issues; ability to obtain information, clarification and agreement on terms of contracts and/or specification requirements; demonstrated ability to apply good judgment in the context of assignments given.
- Planning & Organizing - Ability to plan own work and manage conflicting priorities.
- Management – Ability to manage staff and contribute to the skills and capacity building
- Communications - Good communication (spoken and written) skills, including ability to explain and present procurement-related information/requirements and prepare written documents/communications in a clear, concise style. Fluency in English in speech, writing and comprehension to the extent of easy comprehension of World Bank procurement documents. Working knowledge of Dari and/or Pashto will be an asset.
- 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-ethnic 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. **Head, Contract Management & Community Procurement Unit 260/HRMD/CCAP/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:



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- 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 6th, Darul Aman
Citizens Charter National Priority Program
Ministry of Rural and Rehabilitation and Development
Kabul, Afghanistan