



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



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Title:	Senior Asset and Inventory officer
Vacancy Announcement No:	263/ HRMD/CCAP/MRRD
No. of Post:	1
Gender:	Male/Female
Duty Station:	Kabul
Duration:	1 Year (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	14 April 2019
Closing Date:	05 May 2019

Key roles and Accountabilities:

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

This position is required for the main Office of CCNPP with travels to all provinces of Afghanistan.

1. Responsible for conducting physical verification of fixed assets and maintaining reliable individual reports of assets issued to personnel.
2. Ensure that the checkouts for the personnel and collect back goods from all employees leaving due to termination/dismissal /resignation prior to the end of the contract period are cleared.
3. Responsible for keeping vendor wise assets record and tagging all fixed assets.
4. Maintain a stock room of common user items and distribute them on the receipt of approved request forms;
5. Prepare check list and conduct physical verification with the provincial Admin Officer to ensure accuracy in the inventory lists from all CCNPP provincial Offices;
6. Process disposed assets documents of HQ and PMUs with related divisions and MRRD.
7. Dispatching assets from HQ to PMUs and vice versa and also receive goods from the related stakeholders.
8. Responsible for the repairing of the fixed assets.



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9. Coordinate with the Procurement Division to include all goods purchased in the inventory database;
10. Responsible for processing of payments of suppliers.
11. Other tasks maybe assigned to him as required;

Minimum Specialized Qualifications:

Academic Qualifications:

- A Bachelor's degree in Business Administration, Management is required higher degree will be an asset.

Work Experience:

- 4 years NGO-experience, preferable in senior administrative positions.

Required skills:

- Excellent computer skills in MS Office (especially Excel, Word and Outlook)
- Excellent written and spoken English
- Must be able to work under pressure, pay attention to details, show self-initiative.
- Excellent communication skills and good team player
- Any/all education documents without attestation of the ministry of higher education will not be consider.

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. **Senior Asset and Inventory Officer 263/HRMD/CCAP/MRRD** to: vacancies@ccnpp.org



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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.
- 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