



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



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**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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<b>Title:</b>	<b>Senior Database Developer</b>
<b>Vacancy Announcement No:</b>	<b>266/ HRMD/CCAP/MRRD</b>
<b>No. of Post:</b>	<b>1</b>
<b>Gender:</b>	<b>Male/Female</b>
<b>Duty Station:</b>	<b>Kabul</b>
<b>Duration:</b>	<b>1 Year (Extendable)</b>
<b>Salary:</b>	<b>As per NTA Salary Scale</b>
<b>Announcing Date:</b>	<b>20 April 2019</b>
<b>Closing Date:</b>	<b>10 May 2019</b>

**Key roles and Accountabilities:**

**OBJECTIVE:**

The Senior Database Developer will be mainly responsible for the Database, Website and Application development within the MIS division. S/he will be responsible for the management and smooth operations of the databases, websites and applications. Moreover, s/he will also administer and maintain CCAP databases within HQ, PMUs.

**DISTINGUISHING FEATURES:**

The Senior Database Developer will bring strong technical skills to the team. S/he would have solid technical knowledge and experience in the field of databases, IT, web development and in general MIS related activities. Specifically, s/he is expected to have strong knowledge and experience of systems analysis, **Microsoft.Net** framework and SQL Server databases. S/he should also pose programming knowledge and techniques and be able to work with MS Access, SQL Server 2005, **and C#** programming language.

**Principle Accountabilities**

- Plan, coordinate and closely monitor database, application & web development activities within the team.
- Conduct systems analysis, feasibility study and produce diagrams for information system processes and flows.



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- Design & Develop applications, databases and websites and/or modify existing databases, websites and applications based on new requirements or policy changes (web based and desktop).
  - Make sure software projects development/implementation is carried out as per plan and any unexpected delay occurring are communicated with team leader or division head as soon as possible.
  - Provide technical software / database related support to all departments of CCAP.
  - Provide technical support to all relevant departments as well as CCAP provincial management units (PMUs) on CCAP databases.
  - Provide training to relevant CCAP department staffs in the relevant database / software.
  - Ensure that the necessary backup procedures for all CCAP database are in place and regular backups are taken.
  - Provide the information system, application & website with in-code and technical documents as well as user manual
  - Ensure that reports are produced precisely, timely and regularly. Also assist in the development of the periodic and ad-hoc reports
  - Provide technical support and oversight to database reporting officer
  - Maintain, administer and troubleshoot existing databases under MIS
  - Ensure the smooth functioning of CCAP database in PMU and send regular updates/patches and SQL commands to install new features, fix bugs and update data.
  - Prepare training material for different packages; and provide training
  - Make sure CCAP web server is smoothly functioning and data replication between local server and web server is intact.
  - Optimize and maintain legacy systems
  - Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts

**PLACE IN ORGANIZATION:**

The Senior Database Developer will directly report to the Database Development Team leader, MIS Division.

**Minimum Specialized Qualifications:**

**Academic Qualifications:**

- Proof of specialized qualifications sufficiency for this position will be:
- Bachelor's or Master's degree in Computer Science, Information Technology, and Computer Application is required.
- Any/all education documents without attestation of the ministry of higher education will not be consider.



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## **Experience**

- At least 5 years related work experience in the field of programming, website, database and application development is required.

## **KNOWLEDGE AND ABILITIES:**

He/ She must also have:

- Extensive experience in the design, development and implementation of complex database systems.
- Knowledge of IIS and other web servers.
- Strong knowledge of web programming languages (NET, ASP, PHP, Java) and web development.
- Extensive experience in the design, development and implementation of complex database systems (SQL server and MS Access).
- Excellent organizational and interpersonal skills.
- Must be self-starter with excellent demonstrated teamwork skills.
- Fluency in English, in speech, writing and comprehension.

## **RELEVANT JOB-RELATED BEHAVIORS**

### **Professionalism**

- Focuses on activities and act in ways that support the goals of CCAP and its efforts to serve clients.
- Concentrates on keeping the CCAP workforce the most productive and most motivated in the business.
- Has the attitude that people are the most important resource in the CCAP.
- Realizes that how well personnel needs are being addressed by an organization largely reflects in their productivity numbers.
- Works within CCAP procedures but provides feedback for improvement.
- Develops and maintains a set of best practices

### **Communication**

- Demonstrates effective listening, questioning, and interpersonal skills
- Articulates ideas and information
- Informs subordinates and others of relevant information, accurately and in a timely basis



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**Flexibility**

- Demonstrates the ability to deal effectively with change
- Deals well with uncertainty and ambiguity.

**POSITION CONTACTS:**

- Daily: Interfaces with all departments and personnel within CCAP at all institutional levels

**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 Database Developer 266/HRMD/CCAP/MRRD** to: [vacancies@ccnpp.org](mailto: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.

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