



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:	Senior Regional Communication Officer
Vacancy Announcement No:	268/HRMD/CCNPP/MRRD
No. of Post:	One
Duty Station:	Herat Main PMU
Duration:	1 Year (Extendable)
Salary:	As Per NTA Salary Scale
Announcing Date:	20 May 2019
Closing Date:	30 May 2019



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Key Responsibilities:

- On a regular basis, visit FPs, line ministries/directorates, other government authorities, stakeholders and local media including TVs, radios, newspapers, websites, magazines, weeklies, monthlies, etc. to foster existing coordination and encourage them to broadcast the program's success and achievements
- Write success stories, articles, news bulletins and case studies for websites and newspapers
- Make telephone and face-to-face interviews with beneficiaries, conduct roundtable discussions and contribute to the production of CCNPP print products and videos
- Participate in developing and evaluating feasibility, efficiency and quality of Information Education and Communication (IEC) materials
- Assist in coordinating communication activities and events of the project and partners
- Assist in conducting awareness raising campaigns, events, information dissemination workshops, etc. for target groups
- Participate in donor visits for showcasing project progress and achievements
- Take lead in dissemination of communication materials to relevant stakeholders
- Contribute to the long-term strategic communication planning of CCNPP in Afghanistan and in the region in collaboration with the provincial managers, program staff at the region and the line ministries/directorates
- Advise on communication plans, especially identifying relevant results and activities, in co-operation with the program staff, the CCNPP Facilitating Partners (FPs) and the line ministries/directorates
- Act as the regional "eyes and ears" for CCNPP, feeding information on regional CCNPP-related issues back to HQ
- Responsible for regional Communications planning, distribution and information sharing with CCNPP HQ
- Liaise with individuals in other local organizations in developing and maintaining strategic approaches to public information on CCNPP activities and objectives



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- Responsible for assessing and sharing information related to existing or pending issues likely to impact CCNPP reputation or operations
- Assist in the preparation of communications planning for CCNPP and regularly develop regional strategic approaches for program initiatives and announcements
- Visit the CCNPP website (Dari, Pashto & English) and the social media regularly to see if it needs any update or rectifications
- Engage in intensive travel in the region to gather information pertaining to journalistic work and collect footage for documentary and TV spot production on CCNPP activities
- Ensure that CCNPP communication materials are developed according to approved formats and guidelines, produced by Head Office
- Coordinate, assist and participate in the CCNPP Regional Working Group on Communications and Advocacy in cooperation with the line ministries/directorates
- Travel to the provinces to increase communication activities at the community level and collect raw materials for print products
- Be responsible for presenting weekly reports regarding tasks performed
- Perform all other duties as required or directed by the line manager

Other Duties and Responsibilities

The employee may be required to perform duties that are beyond the scope of the job description in mutual discussion and agreement with his/her line manager.

Qualification and other Requirements:

Education: At least a Bachelor's degree, preferable in Social Sciences/Mass communication, Journalism, Literature or a relevant field of study (with adequate relevant experience) from a University recognized by the Ministry of Higher Education of Afghanistan.

Experience:

- Up to 5 years of relevant experience at the national or international level in public relations, communications or advocacy. Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems.
- Management and team leadership ability.



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- Having the required skills in general management.
- Writing and communication ability in professional and related area.
- A true team player

Language Requirements: Fluency in Dari and Pashto and having a full command of English in any department e.g. Writing, Speaking and Reading.

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 Regional Communication Officer**)268/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.

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,



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