



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



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**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

<b>Title:</b>	<b>Human Resources Officer</b>
<b>Vacancy Announcement No:</b>	<b>275/HRMD/CCAP/MRRD</b>
<b>No. of Post:</b>	<b>One</b>
<b>Duty Station:</b>	<b>Kabul, Afghanistan</b>
<b>Duration:</b>	<b>One Year extendable based on project life</b>
<b>Salary:</b>	<b>As per NTA Salary Scale</b>
<b>Announcing Date:</b>	<b>09<sup>th</sup> June, 2019</b>
<b>Closing Date:</b>	<b>14<sup>th</sup> June, 2019</b>



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### **About EQRA Project:**

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[1] in terms of girls' attendance in schools; (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

### **Summary of Duties**

The Human Resources Officer will work in the Human Resources Management Unit and report to the Senior Human Resources Officer and to the HRM Unit Head.

The duties of the HR Officer shall include: handling the work in all HR components related to Employee benefits, recruitment and selections for CCNPP-EQRA, which includes but is not limited to recruitment, hiring, transfers, prepare draft recruitment documents; handle the administration of HRM Data and reporting which includes, employee data, staff contracts, employees personnel files.

### **Duties and responsibilities:**

Harmony with the Human Resources Officer carry out the following:

- Manages the day-to-day human resources as (timesheets, leave requests, contracts, and personnel filing system)
- Drafts the following documents: Vacancy Announcements (REOIs), Recruitment Requests, Tracking of recruitment, and any other necessary document;
- Posts Vacancy announcements on websites; Managing and collection of Applications/CVs both hard and soft;
- Prints of CVs, preparation of long lists, preparation of formats for CV evaluation, panel approval;
- Facilitates the whole process of recruitment and selection as per the policy;



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- 
- Administers payroll and maintaining employee records, paperwork, prepares new employee personnel files, and oversees the completion of compensation and benefit documentation;
  - Ensures the accuracy, completeness control and quality of both the recruitment and personnel files of the whole process;
  - Ensures the HR Policy Manual is properly followed up in all HRM related activities
  - Keeps very strict follow up of all HRM related issues with field offices;
  - Prepares, provides and generate reports from HRMIS when and while needed;
  - Enters; updates and manages employee's data in HRMIS;
  - Organizes and manages new employee orientation, on-boarding (setting up a designated log-in, workstation, email address...etc.), and training programs;
  - Fulfills additional/any other duties as assigned by the Head of HRM Unit;

**Requirement (Qualification, Experience and Skills):**

- A Bachelor degree in Business Administration, Economics
- 4 years of relevant experience in Human Resources Management, proven experience in human resources is must.
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Strong reporting skills, employee's data management and able to prepare different types of reports.
- HRMIS knowledge is a plus;
- Understanding of labour laws and disciplinary procedures
- Excellent communication, team working and problem-solving skills;
- Fluency in written and spoken Pashto, Dari and English;
- Good computer skills, different types of reporting, including proven experience using the Microsoft Office package;
- Problem-solving and decision-making aptitude;
- Strong ethics and reliability;

**Abilities**

- Ability to multi-task and work under pressure;
- Ability to work independently and also as an effective team member;
- Professionalism in appearance and demeanor;
- Willingness to enhance knowledge of team members through training and personal initiative;



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- Willingness to travel different provinces

**Reporting Relationship**

- Report to the Head of HRM Unit

**How to Apply:**

Please send your up-to-date CV with covering letter telling us why you are applying and how you meet the required competencies before closing date, Interested Afghan Nationals should submit their applications in writing (clearly indicating in the subject line the title of the position and Vacancy Announcement Number e.g. **(Human Resources Officer) 275/HRMD/CCAP/MRRD** to: [vacancies@ccnpp.org](mailto:vacancies@ccnpp.org)

**Important Note:** any/all applications without the mentioned subject line will not be considered.

**The MRRD/CCNPP strongly encourages women candidates to apply.**

- It applies a pro-active and positive discrimination policy towards women 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 woman-friendly environment with clear anti-harassment policies enforced.

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Ministry of Rural and Rehabilitation and Development  
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