



**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-sartorial 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>District Engineer (Kuchies Support Program)</b>
<b>Vacancy Announcement No:</b>	<b>283/HRMD/CCNPP/MRRD</b>
<b>Gender:</b>	<b>Any</b>
<b>No. of Post:</b>	<b>32</b>
<b>Duty Station:</b>	<b>Kabul, Parwan, Kapisa, Paktika, Logar, Wardak, Ghazni, Bamyan, Daikundi, Nangarhar, Khost, Kunar, Laghman, Paktia, Kunduz, Baghlan, Badakhshan, Takhar, Balkh, Jawzjan, Sar-e-Pul, Faryab, Samangan, Kandahar, Helmand, Uruzgan, Zabul, Nimroz, Herat, Farah, Ghor, Badghis, without Panjshir and Nuristan</b>
<b>Duration:</b>	<b>1 Year (Extendable)</b>
<b>Salary:</b>	<b>As per NTA Salary Scale</b>
<b>Announcing Date:</b>	<b>29-June, 2019</b>



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**Closing Date:**

**14-July, 2019**

**Main Duties and Responsibilities:**

- Read, understand and apply the CCAP Operational, Technical Manuals and FAQs.
- Provide technical support to community infrastructure subprojects in the different stages of subprojects (technical survey, design, estimation, Bill of Quantities, technical proposals preparation, project implementation supervision, projects status report preparation, etc.)
- Close coordination with related community/Social Organisers and CDCs' members during providing of Community Development Plan (CDP) and subproject selection process.
- Consideration/accomplish of CCAP ESMF in the subproject cycle
- Conduct of detail and precise technical survey of communities' subprojects as per full consideration of Operation Manual (OM) and Technical Manual (TM).
- Strictly consideration of sustainability of subproject and economical consideration during conducting of technical survey.
- Provide detail and precise drawings of conducted technical survey.
- Provide detail designed drawings, estimation, materials and labours cost, BoQ, required construction material list, subproject implementation work plan and technical specifications for materials and construction activities.
- Have full attention for preparation of subproject technical proposal with a high quality and technical requirement.
- Provide and establish of technical proposals along with all related technical forms and checklist.
- Coordinating, and liaising with CDCs to ensure effective mainstreaming of environmental/social issues,
- Explain prepared subproject technical proposals to CDC's members and getting their approval.
- Submitting of subprojects technical proposals to Provincial Management Unit (PMU) for approval and further process.
- Providing of realistic supervision plan for related communities, subprojects implementation, especially for large and complex subprojects.
- Support and guide of CDCs' members that how to procure and purchase required construction material with quality and according to proposal' technical specifications and also with cheapest cost.
- Regular supervision to ongoing subprojects and supervision by subproject supervision checklist and Environmental Monitoring Checklist
- Strictly control of quality of construction materials before using it on the site and control quality of construction activities during supervision.
- Strictly control of subproject's budget spending during implementation, maximum in every two weeks.



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- Close coordination with provincial engineers, CDC's members, social organisers and Main PMU engineers for doing of vital and fundamental activities of subprojects like, foundation works, formwork, steel reinforcement work, concrete placement and pouring and formwork/shuttering removal.
- Filling related document for presence of related engineers on the site during formwork and steel work checking and presence during concrete pouring and certifies related work certificates and submitted to related supervisor/manager.
- Prepare "As Built Drawings" of subproject during preparing of final status report or SFSR and submitted to PMU.
- Solve the existing problems of approved proposal if see, before implementation.
- Bring required and necessary positive changes in the approved subproject proposal during project implementation as per CCAP rules and regulation and with close coordination of related provincial engineers.
- Giving required information and technical training to CDC's members for quality control, on time project implementation, transparency and accountability.
- Solution of technical problems at field level as soon as limited time or sharing with PMU and region for further action.
- Strictly follow up of suspended subprojects and restarts it as soon as in limited time.
- Strictly follow up and consideration of all contents and guide lines of Technical Manual.
- Close coordination with CDCs to ensure they follow and apply CCAP procurement guidelines stated in the Operational Manual.
- Do job (if need) as a focal point for one of the four engineering sectors (Road & Bridge, Water Supply, Irrigation and Renewable Energy).
- Provide details supervision reports and submitted to related supervisor/manager.
- Identify and coordination of medium and large scale subprojects for survey and design with provincial and regional engineers.
- Prepare subprojects progress and ESS reports on time and submitted to PMU.
- Prepare subprojects final status reports and submitted to PMU.
- Providing required information to PMU, Main PMU and HQ engineering department and advising the CCAP ESS unit on the environmental and social implications of Safeguard policies (WB + National Law)
- Providing on time and complete feedback on the TPM findings as per the approved deviation format.
- Providing of technical reports to related PMU.
- Sharing and coordinating the TPM monthly findings with the relevant stakeholder to take corrective actions.
- Fulfil job in other districts and provinces as temporary or as transfer based on need.
- Promote use of procurement forms particularly when construction contracts are employed.
- Follow up the Project Cost Data Base (PCDB) every three months and submitted to provincial and regional offices and use it to prepare sub project proposals and budget.



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- Regular meeting with community/CDCs members, provincial engineers and social/community Organisation regarding to subprojects issues.
- Request technical support (if need) from PMU, Regional and HQ engineering department and ESS unit in case of needs.
- Suggest necessary training from PUM and Regional office.
- Any other tasks and responsibilities which are assigned by related supervisor/managers, senior management and HQ Engineering Division.
- Close Coordination and liaising with Kuchi-VGD HQ Staff and Kuchies Socials Organizer in the field for the successful implementation Kuchies related activities.
- Conduct preliminary meetings with Kuchies communities for better analysis of KCDP and sub project implementation.
- Work closely with Kuchi Social Organizers to ensure development of KCDP.
- Support and update Kuchi- VGD HQ Staff from Sub project progress and give them required information and on time progress report when needed.
- Be familiar with Kuchi literature and culture.

**QUALIFICATIONS & EXPERIENCE:**

- Bachelor degree in Civil Engineering, with a sound understanding of four sectors of engineering (Road & Bridge, Water Supply, Irrigation and Renewable Energy).
- Minimum 3 years experience in survey, design and implementation/supervision at community level or rural development subprojects.
- Good and practical experience with using of required technical survey tools like Theodolite, Level, Abney Level, Pipe Level, etc.
- Good knowledge and skill in Auto Cad and practical using of it (it is necessary).
- Good knowledge and skill in MS Office especially project design, estimation and BoQ preparation in excel program (it is necessary).
- Be proactive in the identification and solution of technical and procedural problems in the field.
- Have knowledge and ability to strictly consider all contents of Technical Manual and also Operational Manual during subproject survey, design, and implementation and also handover.
- Have ability to technically supervise 15 to 20 communities' subprojects in the same time.
- Ability in the preparation of a good technical report from subprojects supervision.
- Have ability to manage and fulfil all related duties and responsibilities in a good manner.
- Have ability to work under pressure.
- Able and willing to work in all related districts of provinces which are covering by CCAP.
- Punctual and on time.



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- Able to speak Pashto, Dari and English.
- Willing to travel and work in the most insecure part of the country

**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. **(District Engineer (Kuchies Support Program) )** )

**283/HRMD/CCNPP/MRRD** to: [vacancies@ccnpp.org](mailto:vacancies@ccnpp.org)

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

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 Department**  
**Tashkilat Street, District 6th, Darul Aman**  
**Citizens Charter Afghanistan Program**  
**Ministry of Rural and Rehabilitation and Development**  
**Kabul, Afghanistan,**