



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:	Provincial Monitoring Officer (EQRA)
Vacancy Announcement No:	282/HRMD/CCNPP/MRRD
No. of Post:	17
Duty Station:	Provinces: Herat, Badghis, Maidan Wardak, Nangarhar, Ghazni, Balkh, Paktika, Nuristan, Faryab, Kabul, Kunduz, Kandahar, Logar, Uruzgan, Khost, Helmand, Zabul
Duration:	1 Years (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	25-June, 2019
Closing Date:	4 -July, 2019



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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 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.

MRRD, in coordination with MoE and MoF, is responsible for the overall school construction. Implementation takes place through CDC/CCDC, using community procurement. Funds for school construction are transferred from MoF directly to CDC/CCDC accounts as grants, after MRRD assessment and disbursement request. In areas where CCDCs exist, and where the CCDC boundary is relatively aligned to the school catchment areas, implementation will take place through CCDCs. In areas where implementation cannot take place through CCDCs, implementation will follow Joint Projects as per the CCAP manual, implemented by CDCs within the catchment area of the relevant school.

OBJECTIVE:

The Provincial Monitoring Officer (EQRA-CSC) under the daily supervision of PMU Manager and technical supervision of EQRA-CSC Monitoring at HQ with close collaboration of other provincial/district staff will carry out and responsible for all monitoring functions for EQRA-CSC at provincial level.

Key roles and Accountabilities:

- Conduct the monitoring visits to the EQRA-CSC projects and CDCs, and collect the desire and accurate data using the EQRA-CSC Monitoring Forms/Checklist according to the requirements of CCAP/M&E Division and EQRA-CSC; Record the data accurately and timely manners and provide detailed notes if required.



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- Ensure coordination and collaboration contacts with CCAP Provincial Manager, District Manager, FP staff, Field Monitoring officer, Monitoring-Data Analysis and Reporting Unit, and other relevant provincial staff for an effective implementation of the monitoring system to improve quality of the work delivery at the field level.
 - Read and understand the EQRA-CSC Manuals along with CCAP Operational Manual (OM): (Glossary, Program Overview, Organizational Structure, Program Cycle at the Community Level, Grievance handling manual, Monitoring and Evaluation manual, CPM manual, . . .) and Answers to Frequently Asked Questions, Perform all work in accordance with the policies and procedures specified in the OM.
 - Share the monitoring findings with the Provincial Management Unit (PMU) for taking measures, if required, accordingly and also share the same report with EQRA-CSC Monitoring Officer at HQ.
 - Share a brief report of the progress made by the PMU upon the findings with the EQRA-CSC Monitoring Officer at HQ.
 - Provide regular feedback to the M&E staff at headquarter. This includes, but is not limited to, reporting significant trends in province/district, FP and CDC/CCDC performance, technical quality of sub-projects and any other required data that contributes to achievement of overall EQRA-CSC objectives.
 - Participate in District/provincial meetings and workshops (if required) to understand how each member contributes to program/EQRA-CSC Project success and to coordinate work activities.
 - Prepare a monthly monitoring work plan that includes a representative sample of ongoing School Construction subprojects. The Work Plan to be submitted to EQRA-CSC Monitoring Officer at HQ and concerned provincial manager. The Provincial Monitoring Officer (EQRA-CSC) is required to coordinate the monitoring visit with key CDC Office bearers in order make sure they are available on the monitoring visit.
 - Makes sure that all arrangements and coordination required for the monitoring visits are done with the provincial manager.
 - Enter the collected monitoring data to the web-based monitoring database at the provincial level in timely manner.
 - If possible, take photographs of subprojects to document sustainability of subprojects.
 - Establish a proper and standard filling system for the EQRA-CSC M&E forms/reports and any evidence captured during the monitoring visits.



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- Prepare Success stories, case-studies and best practices examples and submit to M&E Division for further dissemination with EQRA-CSC stakeholders.
- Any other official/job related tasks assigned by the Head of Monitoring Unit, EQRA-CSC monitoring officer (HQ) and/or Provincial Manager with coordination of M&E Division

MINIMUM SPECIALIZED QUALIFICATIONS:

- Bachelor Degree in Civil Engineering (Education documents should be verified by Ministry of Higher Education)
- 4 years' experience in the related field after graduation.
- Ability to travel to provinces to conduct field visits
- Fluency in English and National Languages
- Strong organizational, coordination, and management skills, i.e. organization and facilitation of meetings,
- Ability to use Internet and a strong knowledge of computer applications i.e. MSWord, Excel.
- M&E methods and approaches (including quantitative, qualitative and participatory);
- Planning and implementation of M&E systems;
- Training in M&E development and implementation (Indicators, Tools, methodologies, Framework)
- Facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders;
- Data analysis and report writing.
- Ability to prepare operational plans of organization or project.
- Having required skills in the related technical field.

KNOWLEDGE AND ABILITIES:

She/he must also have:

- A solid understanding of rural development, with a focus on participatory processes, joint management, and gender issues;
- Familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management;



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- Willing to undertake regular field visits (traveling to the different provinces) and interact with different stakeholders, especially primary stakeholders;
- Team working qualities, personnel and team management (including mediation and conflict resolution).
- Knowledge and ability to apply computer applications to include MS Word, Excel, Access PowerPoint and Outlook.
- Fluency in English, Dari and Pashtu in speaking, writing and comprehension.
- Good skill of presentation and communication with different stakeholders
- Good skill of trainings and capacity building events.

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. **(Provincial Monitoring Officer (EQRA)) 282/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 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,