



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 Monitoring Officer (EQRA)
Vacancy Announcement No: 281/HRMD/CCNPP/MRRD
No. of Post: 1
Duty Station: Kabul HQ, with frequent travel to the field

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 Senior Monitoring Officer (EQRA-CSC) under the direct supervision of Head of Monitoring Unit and close collaboration of other M&E staff will coordinate and undertake the monitoring functions for EQRA-CSC at different levels. The Senior Monitoring Officer (EQRA-CSC will have to ensure that the EQRA-CSC M&E system is in place according to the respective M&E proposal for EQRA-CSC, EQRA-CSC Manual as well as the CCNPP operational manual. This includes helping in strengthening the EQRA-CSC M&E system at the provincial levels with focus on the performances of the respective FPs/PMUs and other stakeholders during the implementation of the EQRA-CSC. She/he is responsible for the following main functions of EQRA-CSC in CCNPP M&E Division:



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Key roles and Accountabilities:

- Under the direct supervision of the Monitoring Unit Head undertake and coordinate the overall M&E functions of EQRA-CSC. The Senior Monitoring Officer (EQRA-CSC) will be closely working with the Provincial Monitoring Officers and PMUs/Districts staff to assess the progress of project and supports them technically on M&E aspects. The Senior Monitoring Officer (EQRA-CSC) will be the focal point for dealing and communicating M&E reports to the CCNPP M&E HQ, CCNPP senior management and donors.
- Develop AWPB (Annual work plan and budget) and revise the EQRA-CSC M&E plan and system by seeking stakeholder inputs in order to produce these plans with the full commitment of all the actors involved in the CCNPP. Present the AWPB and M&E plan to the relevant internal bodies in a timely manner for further review and approval.
- Review and develop reporting forms, developing tools, process and performance indicators, and training materials for the EQRA-CSC M&E system in close coordination with Head of M&E Division and units.
- Coordinate and prepare training workshops for the M&E staff at Provincial level, FPs/PMUs and other relevant staff members on the EQRA-CSC M&E functions and procedures (tools, methodologies, reporting, etc...)
- Undertakes field visits to different provinces to identify the gaps in data collection, recording, filing and channelizing the data, by provincial monitoring officers (EQRA-CSC) and provide on the job trainings for improvement of their activities as well as monitor the overall the EQRA-CSC implementation.
- Ensure coordination and collaboration contacts with CCNPP PMU Managers and relevant divisions/staff for an effective implementation of the EQRA-CSC M&E system to improve quality of the work delivery at the field level.
- Analyze the EQRA-CSC M&E reports and feedbacks coming from the field level and share with the concerned decision makers through M&E Division for further consideration and improvements.
- Encourage transparent reporting by field staff, highlighting problems and possible solutions plus lessons learned.
- Consolidate the collected data and enter them into the EQRA-CSC M&E database at the HQ level, if needed



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- Prepare monthly and quarterly analytical M&E reports (both qualitative and quantitative) and submit it on regular basis to HQ M&E Division and other stakeholders.
 - Regularly appraise the performance of EQRA-CSC M&E staff at provincial level and provide feedback to head of monitoring unit in order to support and enable them to do their jobs better.
 - Develop and organize presentations on EQRA-CSC M&E system to present various functions of the project for Donors and other stakeholders based on requirement.
 - Manage the day-to-day operations of the EQRA-CSC M&E in close collaboration with the HoU and other M&E teams and ensure regular communication with the provincial monitoring officers.
 - Any other official/job related tasks required by the HoD and/or HoUs.

QUALIFICATIONS & EXPERIENCE:

- Bachelor Degree in Civil Engineering (Education documents should be verified by Ministry of Higher Education)
- 5 years' experience related to 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 and outlook.
- 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.
- Management and team leadership ability.
- Having the required skills in general management.
- Writing and communication ability in professional and related area.

KNOWLEDGE AND ABILITIES:

She/he must also have:



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- 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;
- 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. (**Senior Monitoring Officer (EQRA) 281/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,



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