



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

Title:	Vulnerable Groups Support Officer
Vacancy Announcement No:	283/HRMD/CCNPP/MRRD
Gender:	Female
No. of Post:	1
Duty Station:	Kabul HQ, with frequent travel to the field
Duration:	1 Year (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	26-June, 2019
Closing Date:	5 -July, 2019



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Key roles and Accountabilities:

1. Field level quality assurance of the interventions designed for empowerment of vulnerable groups to take active part in the decision making process in their communities.
 2. In close collaborations with FPs, participate in the facilitation of various exercises (Campaigns, linkages and mobilization of grains) at the community level to identify gaps and contextual and community owned solutions for the social and economic empowerment of vulnerable groups.
 3. Take required field visits to make sure that newly developed programmatic activities related to social and economic inclusion and empowerment of the vulnerable groups are properly implemented and the CDC and communities are well aware of the importance of the SIG.
 4. Jointly work with FPs in the field to make sure that due to implementation of social inclusion grants (SIG), an inclusive, equitable and empowering environment at the CDC and community level for the vulnerable groups have been created to be part of all decision making process.
 5. Work with FPs to make sure that the proposed strategy for the engagement and linkage of the vulnerable groups across different levels of stakeholders, such as donors, NGO, line department for more resource mobilizations has properly been followed to make sure that the vulnerable groups have been linked with a wider range of the internal and external resources.
 6. Closely work with the FPs in the field to make sure that the trained vulnerable groups sub-committees established in each CDC fulfils its roles and responsibilities to sensitize and mobilise the better off and middle level community members to support the very poor households in the communities.
 7. Regularly work with FPs in the field to make sure that the proposed strategy for the inclusion of Kuchis and other vulnerable groups under the scope of the citizen's charter is contextual and has been implemented.
 8. Work with the field staff of FPs to make sure that mobilization of communities around food mobilization and other campaigns moves according to the work plan prepared by FPs.
 9. Work with FPs in the field to encourage selected CDCs that the action plans developed during the campaigns has been implemented by the vulnerable group's sub-committee to find out proper solution to the thematic issues of the vulnerable groups.
- Monitor FPs in terms of the quality of their facilitation of social inclusion grant and other pro-poor interventions.
1. Prepare his/her yearly plan of operation (YPO) for smooth follow up and quality assurance of on-going interventions in the field.



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2. Regularly visitant meet the FP's field staff in the provinces, district and communities for the assessment and monitoring of the selected activities under the social inclusion grants (SIG) and other activities to ensure the quality implementation of the SIG.
3. Participate in the SIG related events and activities conducted by FPs in the field to ensure quality implementation of the activities and identify any gaps and propose solutions.
4. Regularly collect field data and transfer it to the HQ to help VGD team at the HQ level on the analysis of the accurate and evidence based data.
5. Compare the data received from the community profile with the findings from the field to identify trends and patterns and provides feedbacks to VGD team.
6. Spend at least 60 % of his/her time in the field to monitor the quality of VGD's activities;
7. File and document all VGD activities including different forms, participatory social inclusion of vulnerable groups into the institutions.

- Programs Development and Implementation

1. Support head of vulnerable groups division in the day to day management of the interventions.
2. Prepare on time progress report and submit to the head of vulnerable groups division and other team members when needed.
3. Work with other members of VGD team to gather and organize data of the pre and post situation of VGD interventions in the field.
4. Document key lessons learned best practices through short stories, case studies, and reflections from community members.
5. Provide regular input to the M&E division to collect information on the level of integration of new community members, their inclusion within Citizens' Charter Program activities (including sub-committees and labour opportunities) and their access to Citizens' Charter services.
6. Support VGD team in preparation and submission of weekly, monthly, quarterly and other reports on the SIG and other activities including training, campaigns and community mobilization to the head of vulnerable groups division.

- Administrative and logistical arrangements

1. Facilitate administrative and logistical arrangements of VGD related meetings.
2. Take full responsibility of taking minutes during meetings organized inside or outside the VGD Offices and distribute the minutes to the relevant participants/ stakeholders.
3. Take full responsibility of logistics, administrative and HR related day to day VGD related communication and regularly updates the head of VGD on the progresses.
4. Follow up the action points of the meetings with the relevant stakeholders;



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5. Collects the VGD agenda points and share it with the relevant department for the coordination meetings.
6. Take and properly document quality photographs from all activities and events.
7. Any other tasks assigned by supervisor.

QUALIFICATIONS & EXPERIENCE:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Bachelor's degree in the field of social science, education, agriculture and business administration's in any other related field.
- Minimum 4 years of progressively responsible in program development, programme implementation and programme monitoring role.
- Experience in the field of supporting vulnerable groups in Afghanistan, (very poor, Kuchis, IDP, returnees, disables, and women etc) is an advantage.
- Previous social work and capacity development experience, similar community driven development (CDD) initiatives or rural development programs is an advantage.
- Good knowledge of working with local governance institutions (CDCs/CCDC) to support vulnerable groups.

- **Other Skills Required:**
- Substantial experience with report writing and use of databases (Access, Excel etc);
- Excellent written and verbal communication skills in English, Dari and Pashto;
- Ability and strong willingness to work with people of different cultural backgrounds;
- Ability to work under pressure and within limited timeframes;
- Ability to work with minimum supervision;
- Great ability of teamwork;
- Creative and smart to find multiple solution for a single problem;

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



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applications in writing (clearly indicating on the subject line the title of the position and Vacancy Announcement Number e.g. (**Vulnerable Groups Support Officer**)
283/HRMD/CCNPP/MRRDto: vacancies@ccnpp.org

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

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,