



Islamic Republic of Afghanistan
Ministry of Rural Rehabilitation and Development
Citizens' Charter National Priority Program
ولسي تړون ملي پروگرام – برنامه ملي میثاق شهروندی



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:	Admin/IT Officer-Paktika
Vacancy Announcement No:	295/HRMD/CCNPP/MRRD
No. of Post:	1
Duty Station:	Paktika
Duration:	1 Year (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	28- July 2019
Closing Date:	12 August 2019



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Key Responsibilities:

Admin:

- Maintain a reliable and efficient inventory system.
- Ensure that all the inventory lists for provincial offices are updated on monthly basis.
- Ensure to update the web base inventory database on regular basis.
- Ensure timely delivery of requested equipment's to all related provinces.
- Ensure proper filing system for the inventory records.
- Ensure physical verification of the available assets on quarterly basis.
- Ensure that the checkout for the personnel leaving due to termination/dismissal/resignation prior to the end of the contract period are cleared.
- Distribute a standard list of equipment's to all new employees in accordance to the employee office package (EOP).
- Coordinate with procurement section to include all capital equipment's purchased in the inventory database.
- Keep update record of rental vehicle and office contracts and process the requests one prior to expiration of current contracts.

IT Part:

- Be able to independently cover all IT Problems in Province and Districts
- Knowledge of VSAT system and routers
- Experience and proficiency in using Microsoft Office programs
- Providing first level support to NSP staff
- providing internet monthly report to HQ
- Assist in expansion of the Windows based Local Area Network (LAN) domain environment if there would be any, including network routers, internet modems and firewall
- Maintain and repair the NSP-IT equipment (CPUs, UPSs, Stabilizers and peripherals)
- Good knowledge of copier machines, installation configuration and feeder/ADF setup
- Good knowledge and experience of designing and implementing a Local Area Network (LAN)
- Fully understanding of windows Server 2003,2008 and windows XP, vista and windows 7 and 10
- Install O/S, Software, Database Applications and Hardware Resources
- Take regular backups of staff's computers, which includes email and other official data

Qualification Requirements:

- Bachelor's degree in related field, with 4 years of related work experience.
- Computer knowledge, filing and fundamental of database understanding
- Excellent organizational and interpersonal skills;
- Must be self-starter with excellent demonstrated teamwork skills



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- Good written and verbal communication skills in English, Dari and Pashto essential and as well as having good interpersonal skills
- Ability to work with a multidisciplinary team, proactive with good problem-solving skills, has the ability to interact professionally with a wide range of people

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. **Admin/IT Officer-Paktika 295/HRMD/CCAP/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 Mahrram 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 Management and Development Division
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Citizens Charter National Priority Program
Ministry of Rural and Rehabilitation and Development
Kabul, Afghanistan