



**Islamic Republic of Afghanistan**  
**Ministry of Rural**  
**Rehabilitation and Development**  
**Citizen Charter Program of Afghanistan**



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**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

<b>Title:</b>	<b>Head of Human Resources Management Unit</b>
<b>Vacancy Announcement No:</b>	<b>289/HRMD/CCAP/MRRD</b>
<b>No. of Post:</b>	<b>1 (Only Female)</b>
<b>Duty Station:</b>	<b>Kabul HQ</b>
<b>Duration:</b>	<b>1 Year extendable</b>
<b>Salary:</b>	<b>As per NTA Salary Scale</b>
<b>Announcing Date:</b>	<b>3 July, 2019</b>
<b>Closing Date:</b>	<b>20 July 2019</b>



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**Duties & Responsibilities:**

**Job Summary:**

Overall management, Implementation of HR strategies and Policies, Effective HR management, lead HRM team & Recruitment and Staff performance management and career development, Facilitation and promotion of Knowledge Building and Knowledge sharing,

**Key Responsibilities:**

- Represents Head of HRM Department at specific disciplinary hearings and other meetings when needed
- Regular meets with Head of HR Division to develop work plans, discuss major problems and re-appraise priorities for both administration and corporate work.
- Updates/Revises the MRRD's PPM for the staff of CCNPP and makes sure that the changes are shared with all CCNPP staff and drafts new policy for CCNPP employees in consultation with the Head of HR Division.
- Monitors the implementation of the MRRD's PPM for the staff of CCNPP in both HQ and field offices.
- Conducts trainings to both HQ and field staff of CCNPP on any HRM related issues.
- Prepares monthly payroll of HQ and verifies field staff payroll and then submit it to finance when needed.
- Supervises, manages and monitors the works of his/her subordinates and advises them for their better work improvement
- Makes and delivers presentation on behalf of the HRM Unit for any HRM related changes.
- Coordination and communication with HQ and field staff all HR related matters;
- Manages staff grievances both HQ and field and develop a proper mechanism and tracking system for handling staff complaints.
- To supervise recruitment staff and provide them appropriate feedback to enable them to upgrade their level of expertise all the time
- Communicates with World Bank and attend meetings when required.
- Conducts and manages the annual performance evaluation process in HQ and field offices;



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- Assists in the implementation of restructuring proposals, managing change and ensuring that a consistent approach to re-organize and redeployment is maintained.
  - Handling Field issues related to HR with FCU's and PMU's and provides them with the solid information.
  - Trains HRM unit members in different HR related issues.
  - Management of transparent and competitive recruitment and selection process, including update job descriptions, prepare job classification, and handle Grade A&B recruitment process.
  - Close communication with provincial managers, HR focal points pertaining to the correct administration of HR policies and other staff related issues.
  - Implements an effective system for the performance evaluation, including training to supervisors for an effective use of the tool leading to career development. Advice on work plan, monitoring and performance team evaluation.
  - Development of procedures and practices that contribute to enhanced and improved HR Management.
  - Develop procedures and contributes to have a proper personnel filing system of CCNPP employees.
  - Advises and Assists in developing the current HRMIS of CCNPP.
  - Prepare different types of reports to Head of HR Division, CCNPP Management, WB and the government of Afghanistan anytime needed.
  
  - Closely monitor the implementation of a CCNPP performance management system.
  - In collaboration with the respective CCNPP unit heads, update and standardizes all existing job description.
  - Conduct a periodic organizational climate survey to ensure the prevalence of a working environment in CCNPP where every employee feels respected and empowered and where there is no discrimination, harassment, prejudice, bias and fear of reprisal.
  - Informs all staff about the career development opportunities available in CCNPP.
  - Build links with and ensure coordination and collaboration with other ministry programs
  - Facilitate staff salary scale/benefits package to make it well-lined up and at the same time well competitive with other organizations of the same or a similar mandate.
  - Actively participate in Program strategic planning, strategy development and policy development processes on behalf of Head of HR Division.
  - Promotes CCNPP integrity and public image.
  - Reinforce organizational vision, mission and core values.



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- Represents HR in CCNPP internal forums and represents CCNPP in external forums.
- Make sure any CCNPP local position is announced as widely as possible.
- Make sure that gender equity and staff diversity are looked at upon recruitment.
- Enforce the implementation of, and adherence to the in place CCNPP policies and procedures.
- Identifies any cases that violates and implements policy or procedure.
- Any other task assigned by his/her supervisor

**Knowledge/Experience, Qualifications/Skills and abilities required:**

- At least bachelor's degree in social Sciences (Business Administration, Public Administration, Sociology, LLB), or any other related field  
**Education documents without attestation of the Ministry of Higher Education will not be considered and will automatically disqualified from the process.**
- Minimum 5years' experience in Human Resources Management.
- Fluency in English, Dari and/or Pashto in speech, writing and comprehension.
- Ability to manage and supervise the work of professional and technical staff performing a variety of human resources functions.
- Ability to train effectively and evaluate staff.
- Ability to analyse complex issues and develop alternative solutions.
- Ability to prepare written reports and make recommendations; make an oral presentation to a variety of audiences in Human Resources related topics.
- Computer literate especially Ms. Office and database and HRMIS.
- Maintain good working relationship with his/her colleagues and other departments.
- Excellent organizational and interpersonal skills with a service oriented outlook.
- Strong report writing, presentations and analytical skills
- Committed and ability to work for long hours when required.
- Ability to work under pressure and prioritize tasks.
- Able to handle huge recruitment of CCNPP and its subprojects.
- Able to persuade and negotiate with people to ensure that standards are met.
- Ability to take initiative and think strategically and to ensure that HRM issues are addressed in the strategy and operational plans.



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**How to Apply:**

Please send your up-to-date CV with covering letter telling us why you are applying and how you meet the required competencies before closing date, Interested Afghan Nationals should submit their applications in writing (clearly indicating in the subject line the title of the position and Vacancy Announcement Number e.g. **(Head of Human Resources Management Unit)**

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

**Important Note:** any/all applications 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:

- Women candidates with slightly lower than the stated required experience 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 woman-friendly environment with clear anti-harassment policies enforced.

The Human Resources Management and Development Division  
Tashkilat Street, District 6th, Darul Aman  
Citizens Charter National Priority Program  
Ministry of Rural and Rehabilitation and Development  
Kabul, Afghanistan,