



**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>Provincial Database Officer</b>
<b>Vacancy Announcement No:</b>	<b>291/HRMD/CCNPP/MRRD</b>
<b>No. of Post:</b>	<b>One</b>
<b>Duty Station:</b>	<b>Kandahar</b>
<b>Announcing Date:</b>	<b>9 - July, 2019</b>
<b>Closing Date:</b>	<b>18- July, 2019</b>



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**Objectives:**

The Main PMU Database Officer will be mainly responsible to quality check, supervise, monitor, complete data entry management in provinces & districts. S/he will be responsible for the management and smooth operations of data entry operational activities.

**Key Responsibilities:**

- Travel to districts and provincial offices for training, supervision, and quality check and data management.
- Responsible for the complete management of the CCAP database system at the Main PMU, PMU / district level.
- Perform extensive database related verification checks on the data for accuracy, completeness and quality according to the existing procedures and guidelines
- Scan the forms and maintain the physical and digital archive
- Perform data entry of the forms
- Upload the scanned forms to the CCAP application
- Ensure that reports are produced precisely, timely and regularly. Also assist in the development of the periodic and ad-hoc reports
- Prepare training material for different packages and train PMU / district staff on the CCAP systems and on how to better manage the process
- Provide technical data related support to all PMU / district staff
- Keep track of documents needed for further reporting from the projects in process and assist with the regular reporting of process work by Facilitating Partners and the preparation of monthly evaluation report
- Ensure that the necessary backup procedures for database is in place and regular backups are taken
- Liaise with MIS HQ on a daily basis for the smooth operation of the decentralized system.
- Prepare daily progress report



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### **Qualification Requirements:**

- Bachelor's degree in Computer Science, Information Technology, and Computer Application is must with 4 years' experience in related filed.
- Computer knowledge, filing and fundamental of database understanding
- Excellent organizational and interpersonal skills
- Must be self-starter with excellent demonstrated teamwork skills
- 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.
- Ability to prepare operational plans of organization or project.
- Having required skills in the related technical field.

### **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 Database Officer) 291/HRMD/CCNPP/MRRD** to: [vacancies@ccnpp.org](mailto: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.



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