



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

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| Title: | Head, Community Procurement Unit (EQRA) |
| Vacancy Announcement No: | 301/HRMD/CCNPP/MRRD |
| No. of Post: | 1 |
| Duty Station: | Kabul HQ, with travel to provinces |
| Duration: | 1 Years (Extendable) |
| Salary: | As per NTA Salary Scale |
| Announcing Date: | 31-July, 2019 |
| Closing Date: | 14 -August, 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:

To manage the EQRA Community Procurement of the School Projects (EQRA) and assist the division as to minimize time delays to ensure the assigned tasks are implemented within the original time schedule and project costs.

DISTINGUISHING FEATURES:

The incumbent will carry out EQRA Community Procurement under the CCAP Procurement & Contract Management Manual and procurement regulations of the World Bank for all projects financed by the World Bank. The incumbent will be working closely with the Head of the Division and mentor/coach procurement officers in procurement. The incumbent shall also demonstrate behavior of professional and personal ethics, transparency and openness, to gain respect and similar behavior of colleagues in the workplace;



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PRINCIPLE ACCOUNTABILITIES:

NOTE: The following are the duties performed by employee in this position. However, employee may perform other related duties at an equivalent level.

Under the general supervision of Head of the Procurement Division, the Unit Head, EQRA Community Procurement is responsible for doing the following duties:

Community Procurement:

1. Assisting Head of Procurement Division, in EQRA Community Procurement in overall planning and managing of the EQRA Community procurement required under the project.
2. Supervise field community procurement officers, and prepare weekly/monthly plan for the community procurement spot check.
3. Prepare community procurement spot check reports and follow up the findings with the district engineers and M&E Division for verification.
4. Close follow up with the district engineers to ensure that the procurement processes are undertaken as per the community procurement manual.
5. Check and review of the procurement of Goods, Works and Services of CDC's required under the EQRA project.
6. Supervise and assess training needs of the community members, Engineers and other field personnel prepared by the EQRA Community Procurement staff related to the responsibility of procurement.
7. Oversight of the development of the training materials for conducting training of the above target trainees, in the field of procurement, and submit the training material for review and approval of CCAP Management;
8. Identify potential Community Members (CMs) for developing as Community Trainers in procurement;
9. Arrange and facilitate workshops to obtain feedback from the field level personnel including CDC members and Community Member Trainers (CMTs) on problems in EQRA community procurement and the EQRA community procurement procedures as incorporated in the CCAP Procurement & Contract Management Manual.
10. Assisting in Bid-opening and Bid-evaluation meetings, preparation of statement for Bid-evaluations, preparing contracts, etc. for EQRA Project Community Procurement.
11. Arrange the publication of Bid Documents of EQRA Project in local newspaper and in CCAP website.
12. Ensuring all procurement project correspondence is received dispatched and record in district offices.

Such other duties as may be assigned by the Head of Procurement Division relevant to EQRA Community Procurement.



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Knowledge, Skills, and Abilities

- Professionalism - Theoretical knowledge of internationally recognized procurement standards; good understanding of procurement techniques and practices used in the private sector and knowledge of market trends and sources of supply and equipment; experience in procurement/contract execution and administration; good understanding of internal procurement policies, practices and procedures; proven analytical skills, including ability to research and analyse data and develop recommendations on procurement contracts awards and related issues; ability to obtain information, clarification and agreement on terms of contracts and/or specification requirements; demonstrated ability to apply good judgment in the context of assignments given.
- Planning & Organizing - Ability to plan own work and manage conflicting priorities.
- Management – Ability to manage staff and contribute to the skills and capacity building
- Communications - Good communication (spoken and written) skills, including ability to explain and present procurement-related information/requirements and prepare written documents/communications in a clear, concise style. Fluency in English in speech, writing and comprehension to the extent of easy comprehension of World Bank procurement documents. Working knowledge of Dari and/or Pashto will be an asset.
- Technology Awareness - Easy working familiarity with Microsoft Word and Excel. Sufficient speed with the computer keyboard typing in English. Internet applications; familiarity with database management desirable.
- Teamwork - Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Minimum Requirements

Education: At least Bachelor Degree in Business Administration, Economics, Commerce, or any other related field.

Experience: Minimum of 5 years of professional work experience in field on procurement and. Work experience in procurement with the United Nations, World Bank, Ministry of Finance and International NGOs would be a distinct advantage.



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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 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. **(Head, Community Procurement Unit (EQRA)** 301/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,