



External – Vacancy Announcement

I. 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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Ministry of Rural Rehabilitation and Development
Citizens' Charter National Priority Program
ولسي ترون ملي پروگرام – برنامه ملي ميثاق شهروندی



Title: Head, Human Resources Management & Training Unit

Vacancy Announcement No: 302/HRMD/CCNPP/MRRD

No. of Post: 1

Gender: Male/Female

Duty Station: Kabul HQ

Duration: 1 Year (Extendable)

Salary: As per NTA Salary Scale

Announcing Date: 31 - July 2019

Closing Date: 9 August 2019

II. Roles and Responsibilities

OBJECTIVE:

Under general direction and supervision, to plan, implement the CCNPP Training Programme that includes a Professional Development Programme and the Human Capacity Development Programme to lend technical and services support to all CCAP mission and vision.

DISTINGUISHING FEATURES:

This is a specialized class in the HRMD Division of the CCNPP. Incumbent is responsible for administering and coordinating the Training Programme for the Citizens Charter National Priority Program and field offices (PMUs). The incumbent is responsible for services support to CCNPP administrative staff at the central, provincial and district office levels. The latter task requires educational leadership who is not only experienced with organizing and facilitating capacity development Program, but who is also capable of setting up and controlling administrative structures that ensure theory, practice, feedback and coaching become an integral part of the CCNPP operations.

PRINCIPLE ACCOUNTABILITIES:

NOTE: The following are the duties performed by employees in this position. However, employees may perform other related duties at an equivalent level. Individual in the position does not necessarily perform all duties listed.

- Setting up and maintaining an office for organizational learning and institutional development.
- Determining (or confirming existing) capacity development strategies for administrative and management staff at the HQ, Regional and Provincial Offices and districts.



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- Draft-in consultation with Department Heads, TORs for Deputy Heads of Departments ensuring they have as their principle duty to supervise and direct concepts and principles of staff development; provide support in elaboration and operationalization of on-the-job capacity development work plans.
- Conduct TNA of CCNPP staff for both HQ and field offices.
- Ensure to analyze the real training needs of the staff.
- Develop and implement training plan for CCNPP staff.
- Develop and plan training budget at the start of each year and get it approved by the concerning parties.
- Develop training policy and procedure to ensure smooth implementation of the training plan.
- Supervise staff who are tasked with supporting and delivering trainings.
- Develop and implement ongoing training courses in the areas of leadership, human relations, team building, effective communications, coaching and supervision and report writing.
- Oversee the establishment of an HR ToT.
- Supervise the development of in-house systems for “information-sharing”, staff rotation and exposure visits.
- Supervise the development and collection of in-house made capacity development materials that follows clear quality guidelines, structures and formats.
- Liaise and contract training institutions capable to offer training services tailored to Afghan needs and socio-economic realities.
- Develop instruments for quantitative and qualitative control of training outreach performance within CCNPP.
- Closely work with the CCNPP HRM function in the development of policies that define CCNPP transparent, accountable and learning effective management procedures such as career planning, performance monitoring and evaluation, staff promotion, policies and strategies for retaining qualified staff.
- Prepare monthly and quarterly reports.
- Participate in the strategic management meetings of CCNPP, in order to advocate for and safeguard the learning needs and interests of CCNPP staff and beneficiaries.

III. Qualifications & Experience Requirements

Academic Qualifications:

- Bachelor degree in Educational Sciences, Human Resources Development, Social Sciences, Public Administration or other appropriate and applicable field is required.
- Masters' Degree in the related field is preferable.

Work Experience:

- A minimum of 5 years of related work experience with an international or large-scale organization in education/training or a closely related field.
- Sufficient training, education, and public or private sector experience to demonstrate possession of the required knowledge, skills, and abilities.



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- Development of the required knowledge, skills, and abilities is typically obtained through a combination of training and experience equivalent to graduation from an accredited college or university; Proof of specialized qualifications sufficiency for this position is stated above.

Any/all education documents without attestation of the ministry of higher education will not be consider.

KNOWLEDGE, SKILLS AND ABILITIES:

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “PRINCIPLE ACCOUNTABILITIES” section of this specification.

KNOWLEDGE:

- Theories, principles, and practices of Human Resource Development within large organizations.
- Knowledge in training capacity development management.
- Applicable Afghan, MRRD and CCNPP rules and regulations governing employment contract administration for professional consultancy services contracts;
- Principles of program and personnel management;
- Contract analysis and preparation techniques;

SKILLS:

- Report writing and good presentation skills.
- Analytical skills, attention to detail.
- Apply computer applications to include MS Word, Excel, PowerPoint and Outlook.

ABILITIES:

- Fluency in English, Dari and/or Pashto in speech, writing and comprehension.
- Abilities in public speaking
- Demonstrates effective listening, questioning, and interpersonal skills
- Articulates ideas and information
- Informs subordinates and others of relevant information, accurately and in a timely basis
- Deals well with uncertainty and ambiguity.
- Communicate effectively both verbally and in writing
- Establish and maintain effective relationships with those contacted in the course of work.

PLACE IN ORGANIZATION:

Head, HRMD Division

Head, HRD & Training Unit



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How to Apply:

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 Human Resources & Training Unit 302/HRMD/CCNPP/MRRD** to: vacancies@ccnpp.org

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

The Citizens' Charter is committed to ensuring a fully transparent and meritocratic recruitment process for all programme and Tashkeel positions in its purview. CVs, written tests, and interviews are reviewed by a multi-ministerial committee, including IDLG, MRRD, and Ministry of Finance. The World Bank has final signing authority on all appointments. Checks and balances have been put in place to prevent any potential for nepotism, discrimination, or favoritism. Any attempts to influence the requirement process will result in the immediate disqualification of the candidate. The Government of Afghanistan does not charge a fee at any stage of the recruitment process.

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 Management and Development Division

Tashkilat Street, District 6th, Darul Aman

Citizens Charter National Priority Program

Ministry of Rural and Rehabilitation and Development

Kabul, Afghanistan