



Afghanistan

Islamic Republic of

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

Title:	Admin finance officer (CASA-CSP)
Vacancy Announcement No:	304/HRMD/CCNPP/MRRD
Gender	Male
No. of Post:	3
Duty Station:	Kapisa (2) Panjshir (1)
Duration:	1 year extendable
Salary:	As per NTA Salary Scale
Announcing Date:	24- Aug, 2019
Closing Date:	07- Sep, 2019



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CASA-1000 CSP

The Central Asia South Asia Electricity Transmission and Trade Project (CASA-1000) is a transformational project with impact in two regions. The project offers an opportunity to alleviate poverty in some of the poorest parts of the world, boosting energy security and prosperity in Kyrgyzstan, Tajikistan, Afghanistan and Pakistan. CASA-1000 will facilitate the first electricity trade between four countries in Central Asia and South Asia, based on long-term commercial contracts for 1,300 megawatts (MW) of electricity transmission between the 4 neighbouring countries. This would be the first step in the development of the Central Asia South Asia Regional Electricity Market (CASAREM), a phased plan for institutional arrangements and infrastructure that will bring Central Asia's surplus hydropower resources to help alleviate South Asia's energy shortages and growing demand for electricity. This economic interdependency and inter-regional cooperation can contribute to stability and security in the two regions.

The design of the CASA 1000 project in Afghanistan includes a Community Support Program (CSP) for individuals and communities located within the 4 km wide and 562 km long (1,124 square km) transmission line corridor in Afghanistan who will be affected during the design, construction, and operation and maintenance of the transmission line. The CSP is designed in such a way as to provide among others community support activities and as feasible power projects from alternate sources to the communities in the COI that have no access to power as yet, and where the communities already have power supply, other development projects with a socio-economic impact. The CSP aims to generate support from these communities for the bigger CASA-1000 project and for their support in protecting it during and after its construction.

Key Responsibilities:

- District Admin & Finance Officer is responsible for ensuring the correct processing and booking of transactions relating to CCAP's operational expenditures, maintaining records relating to such transactions for audit, and for the cash holdings of the district.
- Ensure cash receipts retained on the overnight are to be minimized and locked up in safe,
- Properly maintain the petty cash for payments of daily minor expenses and withdraw petty cash within ceiling limit.
- Prepare and submit monthly payroll through the PMU Accountant to the HQ HR Division.
- Clearance of Advances of the PMU operation account with the PMU Accountant each month.
- Prepare monthly Petty Cash Reconciliation Statement and report any discrepancies timely to the PMU Accountant.



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- Ensure staff attendance sheets, leave request forms, and per diem requests are properly filled and validated
 - Maintain a reliable and efficient Inventory system for all fixed assets.
 - Ensure that all the inventory lists for the district office are updated on monthly basis.
 - Ensure proper filing system for the inventory record.
 - Ensure proper physical verification of the available assets on quarterly base.
 - Ensure that the checkouts for the personnel leaving due to termination/dismissal /resignation prior to the end of the contract period are cleared.
 - Daily Record and Maintain vehicle and Generator Log book along with consumption summary sheet and report to the concerned PMU Accountant on monthly basis.
 - Distribute a standard list of equipment to all new employees in accordance to Employee office Package.
 - Cross verify all disbursements forms and closures forms according to the content and conformity with the CCAP-OM guidelines.
 - Maintain accurate records & supporting documents of funds transferred and expenditures incurred under the projects disbursements in organized manner.
 - Report any discrepancies found in the disbursement list with HQ before CDCs/CCDCs withdraw their grant fund.
 - Timely inform CDCs/CCDCs through FPs on grant receipts to their respective bank accounts maintained in DAB branches.
 - Prepare Quarterly Bank Account Reconciliation of all active CDCs/CCDCs and submit report to the District Manager and PMU Accountant on regular basis.
 - Select CDCs/CCD son quarterly basis for financial monitoring to ensure all monetary transactions and supporting documents are properly recorded and maintained at the CDC/CCDC level in accordance to the policies and procedures.
 - Ensure that the documentation maintain or Submit to the PMU Accountant is complete and free of errors.
 - Ensure timely and effective liaison with the PMU Accountant.
 - Ensure all receipts and payments are made in accordance to policies and procedures clearly stated in the CCAP-FMM.
 - Ensure all supporting documents for operations are properly maintained future audit review and verifications.
 - Ensure all disbursements are made in accordance to policies and procedures clearly stated in the CCAP-OM.
 - Ensure all disbursements forms are cross verified with the CDCs/CCDCs Checklist prior sending to the PMU Accountant.
 - Other tasks assigned by the PMU Accountant/District Manager



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Qualification Requirements:

- Bachelor's degree in related field , with 2 years 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
- 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. (**Admin finance officer (CASA-1000 CSP) 304/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 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 Department
Tashkilat Street, District 6th, Darul Aman
Citizens Charter Afghanistan Program
Ministry of Rural and Rehabilitation and Development
Kabul, Afghanistan,