



Afghanistan

Islamic Republic of



Rehabilitation and Development

Ministry of Rural

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

<b>Title:</b>	<b>District Manager (CASA-CSP)</b>
<b>Vacancy Announcement No:</b>	<b>303/HRMD/CCNPP/MRRD</b>
<b>Gender</b>	<b>Male</b>
<b>No. of Post:</b>	<b>4</b>
<b>Duty Station:</b>	<b>Kapisa( Tagab&amp;Kohistan Districts(2) Kunduz(1)Baghlan(1)</b>
<b>Duration:</b>	<b>1 year extendable</b>
<b>Salary:</b>	<b>As per NTA Salary Scale</b>
<b>Announcing Date:</b>	<b>24- Aug, 2019</b>
<b>Closing Date:</b>	<b>07-Sep, 2019</b>



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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:**

- The District Manager is responsible, organizing and coordination office operations and procedures in order to ensure organizational effectiveness and efficiency, as well as organize and supervise all of the administrative activities that facilitate the smooth running of the district office.
- Ensure that CCNPP facilitation and implementation are in line with CCNPP operation Manual at the site.
- Delegating work at district level and managing their workload and output.
- Regularly meets with staff, communities' local social organizers to exchange information and to discuss issues affecting the office. Prepare written agendas, causes minutes to be recorded, prepares summaries of issues and action plans for review by the team.
- Maintaining monthly meetings among CDC heads on district level in district office.



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- Preparing of join monitoring plan with social organizers
  - Responsible for the overall quality of subproject proposals and disbursement requests at the district level.
  - Check, control and approve the accuracy of all sub-project proposals and disbursement requests before submitting for final approval.
  - Assures that the sub-project proposals and disbursement requests are according to the OM instructions.
  - Check the Subproject Final Status Report and Expenditure Sheet accuracy and issues for final approval.
  - Identifies repetitive problems with proposals, 2nd and 3rd instalment requests and Subproject Final Status Reports and refers these problems to the staff to avoid repetition in the future.
  - Submits repair requests to the Main PMU IT officers.
  - Assuring that the CDCs subprojects procurement procedure at the district level is done according to CCNPP rules and regulations.
  - Verifies that rental contracts correspond with CCNPP procurement rules and regulations.
  - Submits “Incident/Security” Report to the main PMU Office and CCNPP headquarters by email and phone.
  - Submits special events reports as required to the main PMU Office and CCNPP headquarters by email.
  - Responsible for the overall quality of the district office monthly report in terms of completeness and accuracy and consistency of data.
  - Submits district office monthly report to the PMU.
  - Checking on a monthly basis the achievement of the contractual targets and reports to the PMU.
  - Serves as sole provider of information on CCNPP at district level.
  - Solves implementation problems in consultation with PMU.
  - Reviews and approves individual staff monthly work plans.
  - Verifies that output targets are achieved, such as five proposals are prepared with in a week.
  - Allocates resources efficiently such that staff can achieve their targets.
  - Monitors staff performance at district level on a regular basis.
  - Assesses training needs of staff and report findings to the PMU.
  - Ensures information from CCNPP headquarters is conveyed to the district staff, especially minutes of Staff Information Meetings, policies, guidelines and new manuals.
  - Provides regular and timely feedback on performance to the PMU.



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### **Qualification Requirements:**

- Bachelor's Degree with 4 years experience in the related field,
- Ability to prepare operational plans of organization or project
- Having required skills in the related technical field
- Strong analytical skills, particularly in the context of rural society, is highly desirable
- Fluent in Dari and Pashto
- Excellent people skills, presentation, and communication
- Ability to convey information and knowledge in simple local languages
- A true team player

### **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. ( **District Manager (CASA-1000 CSP) 303/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.

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