



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

Title:	District M&E Officer (MCCG)
Vacancy Announcement No:	315/HRMD/CCNPP/MRRD
No. of Post:	1
Duty Station:	Laghman (Qarghayi)
Duration:	1 Year (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	22nd September, 2019
Closing Date:	6th October, 2019



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Key Responsibilities:

- The District Monitoring Officer under the daily supervision of District Manager and technical supervision of Senior M&E Officer (MCCG) with close collaboration of other District staff will carry out the following main tasks:
- Conduct the monitoring visits to the CDCs/communities and collect the desire and right data using the Monitoring Forms according to the requirements of CCAP/M&E Division and other CCAP stakeholders; Record the data accurately, detailed, complete notes of their observation during their monitoring visits and ensure that findings are reported in a timely manner.
- Read and understand the MCCG, SIG and CCAP Operational Manual (OM): (Glossary, Program Overview, Organizational Structure, Program Cycle at the Community Level, Grievance handling manual, Monitoring and Evaluation Guideline, . . .) and Answers to Frequently Asked Questions, perform all work in accordance with the policies and procedures specified in the OM.
- Respond to requests for monitoring data from the Provincial Monitoring Officer and Headquarters. This includes, but is not limited to, reporting significant trends in district, FP and CDC performance, technical quality of sub-projects and any other required data that contributes to achievement of overall MCCG, SIG and CCAP objectives.
- Participate in District/provincial meetings and workshops (if required) to understand how each member contributes to program success and to coordinate work activities.
- Prepare a monthly monitoring work plan that includes a representative sample of CDC/subprojects (various sectors) and key CDC activities. The Work Plan to be submitted to Senior M&E Officer (MCCG) at HQ and concerned District manager; a copy of the Monitoring work plan to be provided and coordinated with the concerned District staff and FPs in advance (one to two weeks) in order to get full commitment of all involved actors in the process of monitoring activities at the field level
- Enter the collected monitoring data to the web-based monitoring database at the District level in timely manner.
- Any other official/job related tasks required by the HoU and/or District Manager

Qualification Requirements:

- Bachelor's degree in Social Science/Management/ Engineering or any other related field.
- Minimum 4 years related working experience.
- Having Specific skills in the related technical field
- Knowledge and ability to apply computer applications to include basic MS Word, Excel, PowerPoint and Outlook.
- Fluency in national languages Dari and Pashto and also Excellent reading and writing in English



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- Knowledge and experience of M&E tools, methodologies and approaches (including data collection quantitative, qualitative as well as participatory).
- The priority is given to civil Engineer
- Ability to prepare various operational plans of the organization or project
- Having specific skill in the related technical filed

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. **(District M&E Officer - MCCG) 315/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,



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