



Islamic Republic of Afghanistan
Ministry of Rural Rehabilitation and Development
Citizen Charter Afghanistan Program
برنامه ملی میثاق شهروندی



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:	Senior Capacity Building Officer
Vacancy Announcement No:	316/HRMD/CCAP/MRRD
No. of Post:	1
Duty Station:	Kunduz
Duration:	1 year (extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	22nd September, 2019
Closing Date:	6th October, 2019

Job Summary

The Sr.Capacity Building Officer (one in each main PMU) will work under the day to day supervision of Field Coordinators and thematic supervision of the Division Head of the Capacity. They will also coordinate their work through CDD closely with the Head of Gender Unit, and the Divisions of Vulnerable Groups, the Head of the M and E and MIS Department, and the Head of FPMD.

Broadly speaking, the job entails two related streams of work. Firstly, Capacity Officers will be responsible for the quality of all aspects that social mobilization within CCAP (as outlined in the Social Manual and Operational Manual). Secondly, the Sr. Capacity Building Officers are the conduits through which the knowledge that is generated through Social Mobilization process is channeled to Headquarter.

Overseeing the quality of the social mobilization process at the regional level includes various aspects: 1. ensuring quality of the basic CCAP activities such as mobilization for elections, and the various exercises that lead to the CDP, as well as the sub-committee work at the CDC and CCDC levels; 2. ensuring knowledge transfer (i.e. the capacity building on finances, procurement, contract management etc.); and 3. Mentoring and supporting the Provincial Training Officers and the District CCAP social organizers in their work to support the FP SOs. Such support will consist of accompanying them to the field to observe and provide feedback, to hold periodic (monthly) workshops where social organizers present their communities' analyses, discussing trends and patterns in terms of poverty, gender, livelihoods, land ownership, health issues, education status, and so on. These workshops also serve as forums for social organizers to highlight what works and don't, and consult their peers in how they addressed the challenges or collectively arrive at strategies and tactics to overcome the issues faced. In particular, s/he will ensure that the participatory methods applied by the FP SOs do not become an end, but remain a means through which social organizers encourage self-reflection, dialogue, analysis, and planning and guide the communities and groups within them to collectively act and implement their plans.

Another important work of the Sr. Capacity Building Officers will be to ensure the collection of information and the quality of its presentation. The Sr. Capacity Building Officers will work with District CCAP social organizers and FP SOs to mainstream the quality of key exercises and the presentations, (posters, maps, diagrams, and other visual aids that are generated in the

communities) where one copy of each exercise remains in the community, one copy remains with the social organizer (or in the office from which s/he works). The Sr. Capacity Building Officers will monitor the social organizers ensure that all exercises are labeled with the name of the village (including its neighborhood), the district, and province, as well as the date and name of the exercise. This work should be organized into a filing system with proper labeling and stored. S/he will frequently travel to Kabul and engage in workshops through CDD with key staff from program departments and the DG office to share the progress, challenges, and the knowledge that has been generated.

As and when needed, and when the Sr. Capacity Building Officers time permits, they may also participate in research activities in their region or assist in other regions. This is because the Sr. Capacity Building Officers are in a unique position with access to grass-roots realities and the variation of the same within provinces and across provinces

Core Duties and Responsibilities:

- Provide assistance to Provincial Trainers and Social Organizers to ensure that mobilization and elections are conducted as outlined in the OM and that the knowledge transfer modules (finance, procurement, etc.) are delivered at high quality
- Provide mentoring and coaching to the Social Organizers in the areas of PRA/ PLA tools
- Assist the Social Organizers to analyze the materials that FP SOs produce
- Conduct, work with and support the Provincial Trainers in Capacity Building for CCAP and MCCG in their region
- Monitor the work of Provincial Trainers in terms of the quality of their capacity building
- Organize and Lead the 'Social Organizer Learning Circles' with Champion CDCs sharing their work
- Organize workshops and ensure an enabling environment for Social Organizers (CCAP and FPs) and CDCS to learn, share and self-reflect
- Assist the FP Social Organizers and CDCS in the preparation of presentations
- Facilitate productive sessions where Social Organizers present their analysis and the action plans and where they compare and discuss similar or dissimilar trends and patters and the implications for their work
- Facilitate and assist the Social Organizers in the development of strategies to address challenges or to innovate and design new methodologies, if needed
- Encourage community to community learning and organize cross visits (where possible) between CDC members, emerging leaders, and community people to communities which have made outstanding process and can teach others
- Ensure a consistent standard of quality of this documentation
- Ensure proper labeling and storage of these materials
- Assist with the aggregation of CDPs
- With the assistance of CDD and M&E Departments create a monitoring system to evaluate the quality of process at the village level, the outputs produced and the outcomes achieved (i.e. collective action to solve key issues)
- Continue capacity building of social organizers (FP and CCAP) in innovative PRA methods, well as analytical skills, strategy development and documentation
- When the need arises, build capacity of CDC members, emerging leaders, community consultants in analysis and mobilization through workshops, field exercises, cross visits, etc.
- Provide support to external consultants
- Identify social organizers for research

- Assist with research details and logistics
- Conduct follow up interviews, when needed
- Analyze data
- Draft preliminary reports on specific research aspects
- Organize workshops for dissemination (field office level)

Reporting line:

- The Sr. Capacity Building Officers will be supervised by the Field Coordinators and will thematically report to the Head of the Capacity Development Department at HQ.

Working Conditions:

- This is a field based position (in Provincial Headquarter of the Main PMU) with approximately 60 percent of the time spend in the field. The rest of the time will be used to analyze and oversee the organization of the data; conduct workshops (the learning circles) and capacity building; and time in Kabul to coordinate with the Sr. Capacity Building Officers from other regions and the senior staff at HQ.

Qualification Requirements

Academic Qualifications

- Minimum Bachelor degree (must be certified by MoHE) in the related field.

Work Experience

- A minimum of 5 years' experience, working with a national or international development organization or GO with considerable field experience
- Prefer working experience through PRA / PLA methodologies at the grass-roots level
- Prefer working experience in social mobilization / facilitation capacity building

Skills and Capacities

- 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 E.g. **Senior Capacity Building Officer -**

316/HRMD/CCAP/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 Management and Development Division

Tashkilat Street, District 6th, Darul Aman

Citizens Charter National Priority Program

Ministry of Rural and Rehabilitation and Development

Kabul, Afghanistan