



**Islamic Republic of Afghanistan**  
**Ministry of Rural**  
**Rehabilitation and Development**  
**Citizen Charter Program of Afghanistan**



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**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>Finance Officer (MCCG Project)</b>
<b>Vacancy Announcement No:</b>	<b>319/HRMD/CCNPP/MRRD</b>
<b>No. of Post:</b>	<b>One</b>
<b>Duty Station:</b>	<b>Kabul HQ</b>
<b>Gender:</b>	<b>Only Female</b>
<b>Duration:</b>	<b>1 Year (Extendable)</b>
<b>Salary:</b>	<b>As per NTA Salary Scale</b>
<b>Announcing Date:</b>	<b>17-October, 2019</b>
<b>Closing Date:</b>	<b>26- October, 2019</b>



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## **INTRODUCTION:**

The MCCG is a cash grant provided to select communities to rehabilitate existing or construct select new public infrastructure subprojects. The MCCG's primary objective is short-term employment generation to address food insecurity and seasonal hunger (especially but not exclusively during the lean seasons). Its secondary objective would be new or improved basic public infrastructure.

## **OBJECTIVE:**

The finance Officer Supports the MCCG Project on the verifications & disbursements of over the implementation period.

Have clear understanding and knowledge of relevant guidelines and policies as stated in the CCAP Operations Manual (OM) and the World Bank Financial Management Manual (FMM). Implement and apply the financial policies and procedures in overall accounting activities

## **Key Responsibilities:**

- Examine and verify all MCCG & CCAP related disbursement requests, CDC/CCDC bank account details, and other requirements against approved subproject proposals and OM guidelines.
- Verifying closures forms (SFSR & CFHs) of MCCG and CCAP financed sub-projects in the system based on guidelines of CCAP OM.
- Return those MCCG and CCAP disbursement requests that do not meet the criteria for disbursements and/or need other revisions to the PMUs and advise the PMUs of the corrections needed.
- Prepare disbursement batches for MCCG & CCAP requests.
- Printing & checking the MCCG batches before signing.
- Preparing MCCG & CCAP batch summary and cashbook for signatures.
- Updating Batch & Reversals Register Books on regular basis for MCCG School Projects.
- Submitting reversals/correction letters to DAB
- Report any ineligible request and the reason(s) to the Unit Head & PMUs for resolving.
- Assist the senior grants officer in preparation of the daily, quarterly disbursement report and reconciliations.
- Maintain proper and date-wise, province-wise filing system of all disbursements, batches, supporting documents, reports, letters and other documentations.
- Travel to field offices on need basis.



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- Other tasks assigned by the Head of Grant Unit.

**Qualification Requirements:**

- Bachelor's degree in (Economics, BBA), with 4 years related work experience.
- Ability to travel to provinces to conduct field visits
- Fluency in English and National Languages
- 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
- Good written and verbal communication skills in English, Dari and Pashto essential and as well as having good interpersonal skills
- Ability to prepare operational plans of organization or project.
- Having required skills in the related technical field.

**Knowledge and abilities:**

She must also have:

- A solid understanding of grants management and donor relations
- Familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management;
- Willing to undertake regular field visits (traveling to the different provinces) and interact with different stakeholders, especially primary stakeholders;
- Team working qualities, personnel and team management (including mediation and conflict resolution).
- Knowledge and ability to apply computer applications to include MS Word, Excel, Access PowerPoint and Outlook.
- Fluency in English, Dari and Pashtu in speaking, writing and comprehension.
- Good skill of presentation and communication with different stakeholders
- Good skill of trainings and capacity building events.

**How to Apply:**



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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. ( **Finance Officer** )319/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 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,