



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



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Title:	Head of Administration Division
Vacancy Announcement No:	320/HRMD/CCNPP/MRRD
No. of Post:	1
Duty Station:	Kabul / HQ
Duration:	1 Years (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	16-October, 2019
Closing Date:	30 -October, 2019

Job Summary:

The Administration Division is responsible for the day-to-day management of administrative issues, support to various Divisions, and the field offices across the country – including CC, provincial and district offices. The Division would guide its activities based on procedures in line with the Administration Manual.

Specific Roles/ Responsibilities:

- Drafting, updating and improving manuals for the administration division;
- Ensure close coordination with other participating ministries in the Citizens' Charter, including the full and timely sharing of information; participation in inter-ministerial committees; ensuring good cross-ministerial working relationships, and participation in periodic joint reviews and evaluations.
- Setting up and coordinating the implementation of rules and regulations related to administrative matters as well as ensuring smooth day-to-day administrative support to the program;
- In consultation with the Director of Operations (DoO), draft the Division's operating and administrative plans, and in addition provide professional advice to the DoO on all administrative matters as and when required;
- Use effective performance measures, including benchmarking with good practice in other organizations, to ensure that the Division's resources are effectively monitored, controlled, and to recommend actions to improve performance;
- Supervise the overall day-to-day activities of the administrative personnel, issues related to the administrative Division, including recommending job specifications of duties, and the ToRs.
- Building on the established effective working environment and ensuring good working relationships within and outside CC family;
- Ensuring the effective sense of coordination of responsibilities among the staff within the Division;
- Logistic and administrative support to HQ and field offices;



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- Ensuring proper operation and maintenance program assets in HQs and in field offices – including asset inventory and stock management.
- Overseeing the preparation and execution of official travels by national/international personnel to within and outside Afghanistan.
- Overseeing the management of the CC mailing and posting system.
- Perform other tasks assigned by the CC DG and DO.

Qualification & Experience Requirements

- Bachelor Degree from an accredited university in Business Administration, Public Administration or other related field is required. (Postgraduate degree preferred) must be certify by ministry of Higher Education .
- A minimum of seven (7) years with bachelor degree of progressive work experience in large development programs is required, or master degree with five (5) years of specific experience in Administration management with an international or large-scale program/organization.

Other Requirements:

- Extensive knowledge of principles, policies, and practices of personnel policy, recruitment/selection, classification/compensation, employee relations, training and organizational development, employee relations, compensation and other benefits, equal employment opportunity. Dispute resolution and collaborative problem-solving techniques; employee and organizational development
- Techniques and resources used in the recruitment of management professionals, technical and support services personnel.
- Knowledge of Afghanistan context, MRRD employment laws, techniques, principles and practices of personnel recruitment.
- Strong written and verbal communication skills in English, Dari and Pashto is essential.
- Good problem-solving skills, practical and attentive to details.
- Be acquainted with formal government and non-governmental organizations formal communication and coordination mechanism.
- Ability to prepare plan for organization or department and responsibility of managing financial, HR and technical fields.
- Ability to prepare documents in the technical fields and to represent from it in related meetings.
- Ability of managing and liaison with outside of organization and project.
- Team player and leadership skills.



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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. **(Head of Administration Division)320/HRMD/CCNPP/MRRD** to: vacancies@ccnpp.org

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 Management and Development Division

Tashkilat Street, District 6th, Darul Aman

Citizens Charter National Priority Program

Ministry of Rural and Rehabilitation and Development

Kabul, Afghanistan