



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:	Provincial Manager
Vacancy Announcement No:	321/HRMD/CCNPP/MRRD
No. of Post:	3
Duty Station:	Kunar, Ghazni and Panjsher
Duration:	1 Years (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	22-October, 2019
Closing Date:	31 -October, 2019

Specific Roles/ Responsibilities:

- Responsible for the overall quality of subproject proposals and disbursement requests approved at the provincial level.
- Issues final approval for sub-project proposals and disbursement requests after review by Data Manager, Engineer and Accountant by signing and stamping the Subproject Summary Sheet.
- Verifies that sub-project proposals and disbursement requests are appraised within seven days of receipt.
- Verifies that the Subproject Final Status Report and Expenditure Sheet are complete and signed by FP and CDC.
- Identifies repetitive problems with proposals, 2nd instalment requests and Subproject Final Status Report and refers these problems to the FP to avoid repetition in the future.
- Verifies that all office equipment is properly maintained and used only for official CCAP purposes.
- Submits repair requests to the Regional IT Specialist.
- Verifies that the procurement at the provincial level is done according to CCAP rules and regulations.
- Verifies that rental contracts correspond with CCAP procurement rules and regulations.
- Submits “incident/security” Report reported by the security focal point as they happen to the Regional Office and CCAP headquarters by email and phone.
- Submits special events reports as required to the Regional Office and CCAP headquarters by email.
- Responsible for the overall quality of the provincial office monthly report in terms of completeness and accuracy and consistency of data.
- Verifies inputs to provincial office monthly report provided by the Accountant, Data Manager, IM Team and Engineers.
- Submits provincial office monthly report directly to the Quality Assurance Office with a copy to the Regional Manager by the 5th of the following calendar month by mail.



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- Reviews FP reports to assess the accuracy of the data and address any differences between CCAP PMU and FP data before they are sent to CCAP headquarters.
- Monitors on a monthly basis the achievement of the contractual targets by the FPs and reports major discrepancies to the Regional FP Contract Monitor.
- Participates in weekly meetings with FP and RRD Director.
- Submits minutes of meetings to Regional Manager.
- Serves as the sole CCAP PMU focal point for RRD.
- Serves as sole provider of information on CCAP to other provincial organizations.
- Solves implementation problems in consultation with RRD and FP.
- Informs the regional office of interference and problems with the RRD and FP.
- Reviews and approves individual staff monthly work plans.
- Verifies that output targets are achieved, such as five proposals are reviewed for submission in a day, proposals are appraised within seven days of submission and that the IM team completes monitoring reports for 20 CDCs each month.
- Allocates resources efficiently such that staff can achieve their targets.
- Monitors staff performance on a regular basis.
- If there are repeated problems with a PMU staff member, recommends to the Regional Manager that warning letter be issued.
- Assesses training needs of staff and report findings to the Regional Manager and Training Coordinator.
- Holds weekly staff meetings with an agenda and minutes.
- Ensures information from CCAP headquarters is conveyed to the provincial staff, especially minutes of Staff Information Meetings, policies, guidelines and new manuals.
- Provides regular and timely feedback on performance to Regional Managers.

Qualification & Experience Requirements

Minimum a Bachelor degree from any recognized university in Social Science, Agriculture, Management, Business Administration (major in Marketing or in Business Development) and Engineering, Master degree is preferable.

- Five years' experience in the related field.
- Experience in training, capacity building, system set-ups follow-up and monitoring and administrative management will be an advantage.
- Ability to build and sustain effective work relationships with a diverse range of clients, partners, peers and subordinates to achieve common goals'
- Ability to multi-task, be flexible, and effectively lead a team in a high-pressure working environment;



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- Fluency in written and spoken Pashto, Dari and English;
- Management and team leadership ability.
- Having the required skills in general management.
- Writing and communication ability in professional and related area.
- Ability to prepare operational plans of Program.
- Having required skills in the related technical field

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.

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. **(Provincial Manager)321/HRMD/CCNPP/MRRD** to: vacancies@ccnpp.org



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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