



**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>Driver</b>
<b>Vacancy Announcement No:</b>	<b>331/HRMD/CCNPP/MRRD</b>
<b>No. of Post:</b>	<b>1</b>
<b>Duty Station:</b>	<b>Kabul/HQ</b>
<b>Duration:</b>	<b>1 Years (Extendable)</b>
<b>Salary:</b>	<b>As per NTA Salary Scale</b>
<b>Announcing Date:</b>	<b>27-November, 2019</b>
<b>Closing Date:</b>	<b>06 -December, 2019</b>



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### **Key Roles and Accountabilities**

NOTE: The following are the duties performed by employee in this position. However, employee may perform other related duties at an equivalent level. Individual in the position does not necessarily perform all duties listed.

- Transport employees, equipment's and/or other goods in a safe and responsible manner;
- Respect traffic rules;
- Respond immediately to accident or medical emergencies by notifying Transport Unit/Security Section, and rendering First Aid until emergency personnel arrive;
- Be responsible for the car in all aspects what means:
- Keep the car clean, inside and outside
- Check oil and the technical situation of the car
- Perform car maintenance
- Fill in each drive in a log-book;
- Perform all other tasks related to the job as required and told by the supervisor.

### **Knowledge, Skills, and Abilities**

- Working knowledge of practices and equipment in fire prevention and safety hazards;
- Good knowledge of vehicle engine and its parts;
- Ability to communicate effectively;
- Ability to fairly speak and understand English;
- Ability to get along well with others;
- Ability to think quickly and act effectively in emergency situations;
- Ability to remain calm in stressful situations;
- Neatness of appearance



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**QUALIFICATIONS & EXPERIENCE:**

- Baccalaureate degree From School /education institute /professional institute as per the requirement of the job.
- Experience: Minimum 1 year is preferable
- Having specific skills in the related technical fields.

**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. **(Driver)331/HRMD/CCNPP/MRRD** to: [vacancies@ccnpp.org](mailto:vacancies@ccnpp.org)

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