



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



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**External -Vacancy Reannouncement**

**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>High Risk Areas Implementation Officer</b>
<b>Vacancy Announcement No:</b>	<b>329/HRMD/CCNPP/MRRD</b>
<b>No. of Post:</b>	<b>1</b>
<b>Duty Station:</b>	<b>Kabul HQ (with 70% travel to insecure areas of the country)</b>
<b>Duration:</b>	<b>1 Year (Extendable)</b>
<b>Salary:</b>	<b>As per NTA Salary Scale</b>
<b>Announcing Date:</b>	<b>20 - November, 2019</b>
<b>Closing Date:</b>	<b>29 - November ,2019</b>



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**Key Responsibilities:**

- Regular field visits to monitor insecure CDCs work progress and ensure about proper implementation of the program and report back mission of any field visit to know about challenges, gaps and concern issues, lesson learned and success stories in high risk areas.
- Timely report challenges raised by field colleagues or during field visits along with the recommendations to improve current HRAIS to ensure about good quality of work and program implementation , plus responsible for developing other reports related to this unit.
- Enhancing the capacity building of field colleagues both FPs and PMUs on HRAIs by conducting presentations and workshops. During and after presentations note down issues that cannot be solved through current HRAIs and what other flexibilities are proposed by field colleagues to improve the HRAIS within CCAP structure.
- Provide recommendations, ways on how to build and maintain good linkages with local structure for safe movement of personnel working in insecure areas.
- Identify list of insecure CDCs where PMU staff cannot visit for monitoring purpose and share the complete and summary list of such CDCs with Head of Unit.
- Any other tasks assign by line manager.

**Qualification Requirements:**

- Preferred Bachelor's degree in Rural and Community Development, Islamic studies and holder of other field will be considered if would have enough experience of insecure areas.
- Minimum 4 years related work experience
- Previous experience of security and implementation of development program in insecure areas.
- Good knowledge of working with local governance institutions (CDCs/CCDCs)



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- Experience in community-driven development (CDD), participatory methodology and tools will have a distinct advantage.
  - Have clear understanding and knowledge of MS Office.
  - Ability to prepare operational plans of organization or project.
  - Having required skills in the related technical field.
  - To perform this job successfully, an individual must be able to visit insecure areas of the country to ensure about quality of work and proper implementation of the program and 70% of this job required engagement in insecure areas. The requirements listed below are essential to have;

**Other Skills Required:**

- Able to travel and work in insecure areas of the country.
- Having good networking skills
- Having the ability to build linkages with local structure for better movement of personnel and implementation of the program.
- Having good analytical thinking skill to solve and provide recommendations on issues raised in insecure areas to implement the program.
- Having good skills of team management and reporting.
- Excellent written and verbal communication skills in Pashto, Dari and English

**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. ( **High Risk Areas Implementation Officer**)329/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.**



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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 Department  
Tashkilat Street, District 6th, Darul Aman  
Citizens Charter Afghanistan Program  
Ministry of Rural and Rehabilitation and Development  
Kabul, Afghanistan,