



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



---

**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>Accountant</b>
<b>Vacancy Announcement No:</b>	<b>340/HRMD/CCNPP/MRRD</b>
<b>No. of Post:</b>	<b>One</b>
<b>Duty Station:</b>	<b>Sari Pull</b>
<b>Duration:</b>	<b>1 Year (Extendable)</b>
<b>Salary:</b>	<b>As per NTA Salary Scale</b>
<b>Announcing Date:</b>	<b>28<sup>th</sup>, December, 2019</b>
<b>Closing Date:</b>	<b>6<sup>th</sup>, January, 2020</b>



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



### **Primary Duties**

The PMU Accountant will primarily be responsible for handling operational funds and will report to the Operational/Payment Fund Manager at HQ.

Provincial Accountants is responsible to update the cash book and bank book in daily bases, prepare a summary of accounts, Cash Count, Bank Reconciliation Statement, monthly budget monitoring reports and submit to Operational/Payment Fund Manager at HQ for expenses booking and advance replenishment.

### **Roles and Responsibilities**

#### **Operations Fund**

- PMU Accountants is responsible for ensuring the correct processing and booking of transactions relating to CCAP's operational expenditures, maintaining records relating to such transactions for audit, and for the cash holdings of the PMU in line to the FMM guidelines.
- Ensure cash receipts retained on the premises overnight are to be minimized and locked up in safe,
- Regular and proper maintaining and updating books of accounts (Cash book, bank book, petty cash book etc.).
- Properly maintain the petty cash for payments of daily minor expenses and withdraw petty cash within ceiling limit.
- Properly maintain petty cash book and bank book in systematic manner and reconcile the petty cash book with cash in hand and account for petty cash reimbursement
- Provide summary of accounts, Cash Count, Bank Reconciliation Statement, monthly/quarterly budget monitoring reports and submit to Operations/Payment Unit for expenses booking and advance replenishment.
- Reconciles cash advances for specific activities once completed;
- Process payroll transactions within the accounting system which is clearly stated in the FMM.
- Prepare and send monthly payroll to the HR-HQ.
- Clearance of Advances of the PMU operation account with the Operational/Payment Unit.
- Provide on the job training and sufficient information and instructions to the district Admin & Finance Officer on Operations and Grants activities in line to the CCAP FMM and OM.



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



- Responsible for collecting financial reports/information from the district Admin & Finance Officer and review and verify and then submit to the HQ-FD.

### **Grants Disbursement**

- Cross verify all disbursements forms and closures forms according to the content and conformity with the CCAP-OM & FMM guidelines.
- Maintain accurate records & supporting documents of funds transferred and expenditures incurred under the project's disbursements in organized manner.
- Cross verify and enter the bank account number mentioned in the introduced format is unique and has no duplicate with bank accounts of other CDCs/CCDCs and the requirement of four persons, form the CDC/CCDC authorized to withdraw funds is complied with.
- Ensure all disbursements forms are accurately filled and has no errors.
- Report any discrepancies found in the disbursement list with HQ before CDCs/CCDCs withdraw their grant fund.
- Timely inform CDCs/CCDCs through FPs on grant receipts to their respective bank accounts maintained in the DAB branches.
- Regular and timely follow up CCAP-CDC/CCDC grants from the Clearing Account to the relevant CDCs'/CCDCs' bank accounts.
- Prepare Quarterly Bank Account Reconciliation of all active CDCs/CCDCs and send report to the Provincial Manager and HQ on regular basis.
- Select CDCs/CCDs on quarterly basis to monitor financial transactions to ensure all monetary transactions and supporting documents are properly recorded and maintained at the CDC/CCDC level.
- Prepare all reversals from the CDCs'/CCDCs' bank accounts, stop payments, unfreeze and freeze and submit to the Provincial Manager for approval required as stated on the CCAP-OM.

### **Internal Control**

- Ensure that the documentation maintain or submits to HQ (Grant Unit, or other relevant department) is complete and free of errors.
- Ensure that the documentation maintain or submits to HQ Grant, or other relevant department) is complete and free of errors.
- Ensure timely and effective liaison with Grant Unit/Operations/Payments Fund Unit.
- Ensure all disbursements are made in accordance to policies and procedures clearly stated in the CCAP-OM.



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



- Ensure all disbursements forms are properly cross verified with the CDCs/CCDCs Checklist prior sending to the Grant Unit.
- Ensure all supporting documents for grants disbursements and closures are properly maintained at the provincial & district level for future audit review and verifications.
- Ensure sufficient internal controls for both PMU and District Offices are in place for smooth and timely running of grant related daily activities.
- Flexible travel to the relevant districts if security permits.
- Ensure all receipts and payments are made in accordance to policies and procedures as clearly stated in the FMM.
- Ensure sufficient internal controls is in place at the Provincial and District level for smooth and timely running of the daily activities.

**Qualification Requirements:**

- Bachelor's degree in (Economics, BBA), with 4 years related work experience.
- Have clear understanding and knowledge of relevant guidelines and policies as stated in the CCAP Operations Manual (OM) and the Financial Management Manual (FMM).
- Familiar and understand Ministry of Finance Coding System, Chart of Accounts, relevant government forms (e.g.: B3, B27, M12, M16 etc.) by coordinating with CCAP finance department to ensure allotments and payments are processed on time.
- Have clear understanding and knowledge of MS Office (specially excel functions) and operate Quick Book software
- Ability to prepare operational plans of organization or project.
- Having required skills in the related technical field.

**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. (Accountant )340/HRMD/CCNPP/MRRD to: [vacancies@ccnpp.org](mailto:vacancies@ccnpp.org)



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



---

**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,