



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:	Legal Advisor to Director of Operation
Vacancy Announcement No:	335/ HRMD/CCAP/MRRD
No. of Post:	1
Gender:	Male/Female
Duty Station:	Kabul HQ
Duration:	1 Year (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	05 - December 2019
Closing Date:	20 – December 2019

Key roles and Accountabilities:

The Citizens' Charter National Priority Program (CCNPP) is an initiative of the Government of Afghanistan initiated in late 2016. The Project Development Objective (PDO) for the CCNPP is to improve the delivery of core infrastructure, emergency services and social services to participating communities through strengthened Community Development Councils (CDCs). Most of these services have clear minimum services standards that the Government is committed to deliver to the citizens of Afghanistan. As such, the Citizens' Charter is a promise of partnership between the Afghan Government and its citizens with roles and responsibilities outlined for both. It is a foundation stone for realizing the Government's development vision. The program is a whole-of-government effort to end fragmentation, bring people together to collectively address their development needs and contribute towards unity. The Charter is a commitment to provide every village and urban community in Afghanistan with basic services, based on community prioritization. A key aspect of the Charter is the use of unified village and urban community-level budgeting and financial reporting so that communities can oversee their own development goals, the quality of service delivery, and report grievances. The Charter will promote inclusive development and accountability at all levels. It will give a voice to vulnerable groups such as women, returnees, IDPs, youth and the poor.



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Job Summary

Under the guidance and supervision of the Director of Operations of CCNPP/MRRD, the overall purpose of the assignment is to provide support to the Operations Director on legal issues, commenting on existing legal documents and laws, draft and develop policies and procedures in light of the laws of the country and ensure the policy and legal matters of the CCNPP Operations are implemented properly.

Roles and Responsibilities:

- Review legal and policy documents and provide recommendations to Director of Operations in the light of endorsed Laws and regulations of the government
- Conduct short-term training programs for related staff of CCNPP on the legal implications of contracts and agreements
- Review and provide advice on all legal documents that are related to the activities of CCNPP
- Be able to provide legal assistance while dealing with some particular legal tasks, proceedings, contracts, dispute resolution and guide the client on taking an appropriate decision
- Provide feedback on the implementation of the legal clauses of the contracts and other documentations
- Provide and prepare reports on all the legal issues when and while required
- Develop policies revise, enrich and update the current policies and legal documents related to the program
- Coordinate any legal issues happen in CCNPP with the relevant legal authorities of the country
- Coordinate and communicate all the legal issues with Heads of Divisions and Field Offices (Provincial Managers) of the CCNPP
- Support the Director of Operations in all legal issues of the program both in HQ and field level and ensure that all issues are resolved as per the endorsed laws and procedure of Afghanistan
- Any other task as assigned by Director of Operations that an advisor can perform within the legal, regulatory and procedural framework of Afghanistan.



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Knowledge/Experience, Qualifications/Skills and abilities required:

Qualifications and Experience:

The legal advisor would have the following qualifications:

- Bachelor degree in law and or related field, master degree preferred in related field
- Bachelor degree with 7 years of relevant working experience or Masters with 5 years' relevant experience
- Substantial experience and knowledge of legislative drafting and review processes and procedures
- Fluency in local languages (Pashto & Dari) and in English (written and spoken)
- Excellent analytical and drafting skills, ability to listen, be a team player as well as having management and leadership skills.
- Ability to lead strategic planning, results-based management and reporting.
- Should have legal issues and conflict resolution skills.
- Demonstrate strong oral and written communication skills.
- Build strong relationships with clients and external players

Report to:

To the Director of Operations
CCNPP/MRRD

Any/all education documents without attestation of the ministry of higher education will not be considered.

How to Apply:

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: Legal Advisor to Director of Operation 335/HRMD/CCNPP/MRRD** to: vacancies@ccnpp.org

The Citizens' Charter is committed to ensuring a fully transparent and meritocratic recruitment process for all programme and Tashkeel positions in its purview. CVs,



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written tests, and interviews are reviewed by a multi-ministerial committee, including IDLG, MRRD, and Ministry of Finance. The World Bank has final signing authority on all appointments. Checks and balances have been put in place to prevent any potential for nepotism, discrimination, or favoritism. Any attempts to influence the requirement process will result in the immediate disqualification of the candidate. The Government of Afghanistan does not charge a fee at any stage of the recruitment process.

The MRRD/CCNPP strongly encourages woman candidates to apply. It applies a proactive 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