



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

Title:	Procurement Officer (CASA-1000 CSP)
Vacancy Announcement No:	336/HRMD/CCNPP/MRRD
Gender	Male/ Female
No. of Post:	1
Duty Station:	Kabul/HQ
Duration:	1 Year (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	12- December, 2019
Closing Date:	22- December, 2019



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CASA-1000 CSP

The Central Asia South Asia Electricity Transmission and Trade Project (CASA-1000) is a transformational project with impact in two regions. The project offers an opportunity to alleviate poverty in some of the poorest parts of the world, boosting energy security and prosperity in Kyrgyzstan, Tajikistan, Afghanistan and Pakistan. CASA-1000 will facilitate the first electricity trade between four countries in Central Asia and South Asia, based on long-term commercial contracts for 1,300 megawatts (MW) of electricity transmission between the 4 neighbouring countries. This would be the first step in the development of the Central Asia South Asia Regional Electricity Market (CASAREM), a phased plan for institutional arrangements and infrastructure that will bring Central Asia's surplus hydropower resources to help alleviate South Asia's energy shortages and growing demand for electricity. This economic interdependency and inter-regional cooperation can contribute to stability and security in the two regions.

The design of the CASA 1000 project in Afghanistan includes a Community Support Program (CSP) for individuals and communities located within the 4 km wide and 562 km long (1,124 square km) transmission line corridor in Afghanistan who will be affected during the design, construction, and operation and maintenance of the transmission line. The CSP is designed in such a way as to provide among others community support activities and as feasible power projects from alternate sources to the communities in the COI that have no access to power as yet, and where the communities already have power supply, other development projects with a socio-economic impact. The CSP aims to generate support from these communities for the bigger CASA-1000 project and for their support in protecting it during and after its construction.

Key Responsibilities:

- Assisting the Unit Head, Goods, Works and Services in overall planning and managing of the procurement of Goods and Works required under the project
- Obtaining Quotations from the market for local/national shopping for Goods and Works.
- Liaise with contractors/suppliers to ensure timely delivery
- Liaise with the logistics Unit to ensure that all items are received, and required feedback from logistics is provided to Procurement for all Purchases
- Checking all documents submitted to the procurement division by both users and others related to procurement of Goods, Works and Services, as per instruction of Unit Head.
- Ensuring all procurement project correspondence is received, dispatched and recorded
- Assisting in Bid-opening and Bid-evaluation meetings, preparation of statements for bid-evaluations, preparing contracts, etc. for procurement of Goods
- Such other duties as may be assigned by the Unit Head.



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- In coordination with Logistics and End user complete and facilitate performance evaluations for all Vendor's/Contractor's
- Maintaining the project section's filing system.
- Arrange for the publication of GPN, SPN and other such procurement notices in the relevant newspapers and websites

Qualification Requirements:

- Bachelor's degree preferably in management, Business Administration, Economics or similar fields from a recognized, accredited university.
- Minimum of 4 years of professional work experience in the related field. Direct work experience in procurement with the World Bank would be a distinct advantage.

- **Skills:**
 - The incumbents should be very familiar with MS Office software. Experience in procurement of Works in Government Ministries or Departments or donor agencies is highly desirable.
 - Typing ability in Dari and English is essential.
 - Previous training and facilitation skills.
 - Planning & Organizing- Ability to plan own work and manage conflicting priorities.
 - Technology Awareness- Easy working familiarity with Microsoft Word and Excel. Sufficient speed with the computer keyboard typing in English. Internet applications; familiarity with database management desirable.
 - Teamwork- Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethics environment with sensitivity and respect for diversity.

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. **(Procurement Officer (CASA-1000 CSP))287/HRMD/CCNPP/MRRD** to: vacancies@ccnpp.org



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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,