



**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



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| <b>Title:</b>                   | <b>PMU Finance Associate</b>            |
| <b>Vacancy Announcement No:</b> | <b>344/HRMD/CCNPP/MRRD</b>              |
| <b>No. of Post:</b>             | <b>34</b>                               |
| <b>Duty Station:</b>            | <b>34 Provinces</b>                     |
| <b>Duration:</b>                | <b>1 Years (Extendable)</b>             |
| <b>Salary:</b>                  | <b>As per NTA Salary Scale</b>          |
| <b>Announcing Date:</b>         | <b>28 – January, 2020</b>               |
| <b>Closing Date:</b>            | <b>06 – February, 2020</b>              |
| <b>Location:</b>                | <b>Provincial Management Unit (PMU)</b> |

### **Primary Duties**

The PMU Finance Associate will primarily be responsible for handling CDC/CCDC disbursements, expenditures, supporting documents and closures.

### **Roles and Responsibilities**

- The key responsibility of the proposed position is to ensure timely collection, review and filing of the supporting documents (invoices, bills, timesheets etc) and ensure proper filling of the same.
- Verify all disbursements forms and closures forms according to the content and conformity with the CCAP-OM & FMM guidelines.
- 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 CDC disbursements, expenditures and closure forms along with supporting documents (bills, quotations etc) are accurately checked and documented upon each withdrawal of cash from the bank account by the CDCs. Reconcile the records to ensure all the pre-request for 2<sup>nd</sup> and subsequent instalments has be meet and relevant forms have been filled (Form 3b and instalment request).
- Share monthly reports, within one week of the month-end, with the head office for the CDCs supporting documents collected and filed.
- Work with the accountant to prepare monthly reports for withdrawals, utilization and advances by the CDCs during the month and cumulative to date.
- Assist the PMU Accountant in preparation of the daily, quarterly disbursement report and reconciliations.



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- Assist PMU Accountant in preparing of monthly payroll.
- Assist PMU Accountant in clearance of advances of the PMU operation account with the Operational Unit.
- Responsible for collecting financial reports/information from the district Admin & Finance Officer and review and verify and then submit to the PMU Accountant for further review.
- Assist PMU Accountant in conducting training to district staff on how to prepare CDC/CCDC expenditures and supporting documents.
- Assist PMU Accountant to ensure District Admin/Finance Officer regular monitor CDC financial documents.
- Liaison with Admin/Finance Officer on Grants related issues.
- Other tasks as assigned by the PMU Accountant or Provincial Manager.

Reports to: Provincial Accountant

### **General Requirements**

Have clear understanding and knowledge of CCAP & sub-grants disbursement and reporting guidelines as stated in the CCAP Operations Manual and CDC Accounting Policy & Procedure Manual. (Kindly add some detail of the projects- scope of the project)

### **Requirements:**

- The candidate should hold a Bachelor degree in commerce, BBA, Economics, CAT/FIA or any other related field.
- Minimum 4 years related experience, experience in financial management will be preferable.
- Basic Knowledge of Microsoft Excel and PowerPoint.
- General knowledge of accounting and posting entries.
- (Please add the language skill)



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**How to Apply:**

Please send your up-to-date CV, required Bachelor degree certified by Ministry of Higher Education and all work certificates as per your CV, 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. (PMU Finance Associate) 344/HRMD/CCNPP/MRRD to: [vacancies@ccnpp.org](mailto:vacancies@ccnpp.org)

The MRRD/CCNPP strongly encourages women candidates to apply. It applies a pro-active and positive discrimination policy towards women 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 Mahram 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  
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Citizens Charter National Priority Program  
Ministry of Rural and Rehabilitation and Development  
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