



**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-sartorial 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>Grain Bank and SIG Program Unit Head</b>
<b>Vacancy Announcement No:</b>	<b>346/HRMD/MRRD/CCNPP/SIG</b>
<b>Gender:</b>	<b>Female</b>
<b>No. of Post:</b>	<b>1</b>
<b>Duty Station:</b>	<b>Kabul / HQ</b>
<b>Duration:</b>	<b>1 Year (Extendable)</b>
<b>Salary:</b>	<b>As per NTA Salary Scale</b>
<b>Announcing Date:</b>	<b>18-February, 2020</b>
<b>Closing Date:</b>	<b>27-February, 2020</b>



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**Job Summary:**

The Grain Bank Unit Head –VGD will have a range of responsibilities related to grain bank. The key focus of the Grain Bank Unit Head role will be managerial tasks, supervision and coordination between field activities and top management, and sound implementation of grain bank related initiatives under the CCNPP, including identifying and prioritizing the real needs of very vulnerable groups to the design of CCNPP for service delivery as well as to align the programs according to real needs of the vulnerable groups in the target communities in Afghanistan such as widow women/headed households, returnees, IDPs, people with disability and Kuchis and alignment with the selected vision and goals of the citizen's charter.

The candidate should support the scale up activities and general knowledge of: 1- Supervise field staff. 2- Have a deep understanding of the available or upcoming hunger mitigation Policies and practices developed by other ministries; 3: Be able to propose implementable innovative interventions to benefit very vulnerable population under CCNPP.

**Key roles and Accountabilities:**

- Manage and supervise field staff.
- Coordinate grain bank related field activities;
- Improve and develop documents, including manuals, guidelines and etc.recommended by the head of VGD;
- Strategic and conceptual development of a model of fighting hunger that benefit the poorest/vulnerable population under the citizen's charter;
- Work with other involved agencies to collect lessons learned to develop an integrated and effective strategy to support livelihood and mitigate seasonal hunger of vulnerable groups in areas covered by grain bank initiative.
- Work with VGD team to design and implement an effective and applicable awareness arising and capacity development package for involved sub-committees under CDC.
- Document best practices of pro-poor and collective action related to grain banks;
- Regularly Support CCNPP Provincial Managers and Provincial Trainers as well as FP's staff to ensure that best practices are in operation in all areas of grain bank initiative.
- Support Head of VGD to design innovative and appropriate and applicable campaigns and awareness raising sessions at the community level to sensitize better off people in community or beyond to donate to grain banks and reduce the level of seasonal hunger and starvation of vulnerable population.
  
- Contribute to the radio programming that highlights success stories around reduction of seasonal hunger of very vulnerable Populations;



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- Develop effective plan to coordinate and supervise daily activities of HQ and field staff for achieving desired objectives under grain bank initiative.
- Prepare program monthly, quarterly and yearly plan of operations for smooth follow up and quality assurance of on-going interventions.
- Monitoring and evaluation of CCNPP/VGD grain bank and social inclusion grant (SIG) related activities and procedures in provinces to ensure the activities are going on in accordance with approved time frame.
- Reviews and assures that periodic reports from CCNPP and FPs' provincial offices are accurate and submitted in a timely manner;
- Promotes a productive relationship and lesson-learned sharing among CCNPP/VGD staff and between HQ office and the CCNPP and FP provincial offices;
- Works closely with CCNPP provincial managers and Social Organizers as well as FPs' field staff to make sure that newly developed programmatic activities related to social and economic inclusion and empowerment of the vulnerable groups are properly implemented and the CDC and involved sub-communities are well aware of the importance of grain bank and social inclusion grant (SIG).
- Support provincial managers to assess CDCs and Sub-Committees to fulfil their roles and responsibilities as per their ToR for better facilitation of grain bank and SIG and related interventions;
- In close coordination with the M&E Division, establish effective and applicable monitoring and evaluation tools/mechanisms to track progress, quality and effect of the grain bank and SIG in terms of mitigation seasonal hunger.
- Ensure the overall observance of the grain bank and social inclusion grant (SIG) annexes of the CC Operational Manual, goals and principles of the program.
- Support and update Head of Vulnerable Groups Division in the day to day management of the grain bank and social inclusion grant (SIG) related interventions.
- Provide full support to other colleagues in VGD for the successful implementation of grain bank and SIG programmatic activities and interventions.
- Manage coordinate and follow up all activities related to budget and financial aspects of SIG with CCNPP finance division including disbursement and executing grants.
- Prepare on time progress report and submission to the Head of Vulnerable Groups Division on regular and ad hoc bases as and when needed;
- Conduct meetings with CCNPP and FPs' staff and relevant departments to share best practices and challenges on the implementation of grain bank and SIG related activities;
- Work and coordinate with stakeholders to ensure participation of all vulnerable groups and poor households, including Kuchies in grain bank and SIG related intervention at community level;



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- Work with relevant actors and departments to ensure that vulnerable and poor groups take an active part, if not leading role in collective action that relates to the livelihoods of vulnerable group, such as planning and distribution of food and etc.
- Build the capacity of all sub-committees and individual volunteers to conduct and facilitate effective and output based hunger campaigns to support community grain banks as a community owned response to seasonal hunger and starvation of very vulnerable and poor households.
- Contribute to the internal experience sharing process of the CDC and all Sub-Committees to learn and share best practices around grain bank and pro-poor and pro-vulnerable practices;
- Assess provincial managers, district managers and FPs' staff to closely work with CDC and all sub-committee as well as volunteers to develop periodic case studies and success stories on the implementation of grain bank and SIG implementation as well as their role in seasonal hunger mitigation of vulnerable groups; and
- Share field level grain bank and SIG related best practices and success stories with public communication divisions (PCD) and other relevant department to be published in newsletter and other media outlets.
- Works on the analysis of the data (mostly reports of any kind) received from CCNPP and FPs' provincial offices to identify progress, gaps, trends and patterns related to grain banks and SIG and its impact on food security of vulnerable population and share findings with head of VGD.
- Deep knowledge on CC MIS system to analyze data from system regularly and provide feedback to the head of VGD and other stakeholders.
- Keep up with the literature on various vulnerable groups and draft small briefs updating the Division Head on new grain bank related findings.
- Any other tasks assigned by the supervisor.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Educational Qualification:**

- A minimum of Bachelor's degree in the field of social science, literature or similar from an accredited university, such as education, agriculture, literatures, psychology etc.



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- Previous experience of management, planning, field monitoring, and implementation of development activities especially food security, hunger mitigation and pro-poor related interventions, mostly in the insecure parts of the country.

**Work Experience:**

- Minimum 5 years of progressively responsible in program development, programme implementation, programme monitoring role and any other related field is required.
- A minimum of 2 years of practical experience in the field of supporting very vulnerable population through implementation of programmes is preferable;
- Good knowledge of working with local governance institutions (CDCs/CCDC) and facilitating partners to support vulnerable groups;
- Experience in community-driven development (CDD), participatory methodology and tools will have a distinct advantage.
- Having strong knowledge and experience of M&E process and steps to ensure quality implementation of Grain Banks and SIG;

**Other Skills Required:**

- Willing to travel and work in the most insecure part of the country;
- Have the ability to work in the places controlled by Taliban;
- Substantial experience with report writing and use of databases (Access, Excel etc.);
- Excellent written and verbal communication skills in English, Dari and Pashto;
- Ability and strong willingness to work with people of different cultural backgrounds;
- Ability to work under pressure and within limited timeframes;
- Ability to work with minimum supervision;
- Great ability of teamwork;
- Creative and smart to find multiple solution for a single problem.

**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, if any of the mentioned documents are not sent/provided/missed, it will be considered as uncompleted documents and the candidate will not be short listed for the position he/she applied for. 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. **(Grain Bank and SIG Program Unit Head ) 346/HRMD/MRRD/CCNPP/SIG** to: [vacancies@ccnpp.org](mailto: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 women candidates to apply.**

It applies a pro-active and positive discrimination policy towards women candidates as follows:

**Important Note: any/all application without the mentioned subject line will not be considered.**

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