



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-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

Title:	Senior Kuchies Program Support Officer
Vacancy Announcement No:	347/HRMD/MRRD/CCNPP/Kuchies
Gender:	Male/Female
No. of Post:	1
Duty Station:	Kabul / HQ
Duration:	1 Year (Extendable)
Salary:	As per NTA Salary Scale
Announcing Date:	18-February, 2020
Closing Date:	27-February, 2020



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Job Summary:

The Senior Kuchies Program Support Officer will assist the Unit Head and Division Head. He will provide specific support to the Kuchi Development Sub-Program in the areas of agriculture, socio-economic development of Kuchi communities, and the environment. As member of the KDSP, he will manage activities under the Kuchi Development Sub-Program, including the monitoring of program implementation progress, management of the field staff & activates, review and preparation of program reports, concept notes & success stories, facilitation of administrative activities, facilitation of management meetings and workshops, and maintenance of relationships with key stakeholders. The candidate should have sound understanding rural & Kuchi community development, climate change, natural resources management, and agribusiness. Key specific responsibilities include the following:

Key roles and Accountabilities:

- Provide on a continuous basis, technical assistance and strategic advice to VGD Head for the proper implementation of the KDSP's operational procedures for program administration.
- Organize regular meetings with program teams both at HQ and provinces to ensure close monitoring of activities and resolve any operational difficulties.
- Contribute to program planning, development, and management.
- Analyse and interpret issues, propose and implement solutions relying on knowledge of professional standards, principles and sound judgment.
- Assist in the development of policy review and interpretation of the policy.
- Provides considerable contributions to Kuchi community development, food security, agriculture, and natural resource management.
- Work with MAIL in the identification of constraints and opportunities for enhancing the management of natural resource systems with emphasis on sustainability of environmental, social and economic impact, strengthening natural resource management institutions and organizations, including the participation of stakeholders and users, relationships to natural resource-based livelihoods, climate change adaptation and mitigation, biodiversity conservation as well as disaster risk reduction and management.
- Closely work with MAIL on the environmental sustainability and natural resource management improvements to existing farming and grazing, livelihoods and resource use systems.
- Manage project implementation, evaluation, and follow-up activities under the Kuchi Development Sub-Program.
- Regular communication with country staff through phone and email;
- Regular field visits, to monitor the quality of programs, deliver technical support and training to field staff, provide resources, and recommend ways to strengthen



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- programs as well as document and share learning
- Regular coordination with MAIL and other line ministries to exchange experience and provide innovative ideas for the socioeconomic development of Kuchi communities
 - Contribute to the radio programming that highlights success stories of program intervention for the improvement of socio-economic condition of Kuchi communities
 - Conduct field visits as and when required based on the project work plan and facilitate joint monitoring visits with project stakeholders
 - Monitor, review, and report the outputs and outcomes of programs and projects/activities including reviewing recommendations and suggestions of experts, participants, and Kuchi community members
 - Prepare monitoring reports and conduct interviews to write high-quality success stories
 - Troubleshoot field problems. Identify and implement creative solutions
 - Support KCDC, KCCDC, and their Sub-Committees to fulfil their roles and responsibilities within the agreed timeframe for the implementation of Kuchies related interventions
 - In close coordination with the M&E Division, establish monitoring and evaluation tools/mechanisms to track the progress of the agricultural-related programs, such as target vs achievement budget, and results;
 - Spend at least 60 % of his/her time in the field to monitor the quality of VGD's activities;
 - Takes personal responsibility for accurate completion of work within timeframes and quality requirements; takes the initiative to progress work when required
 - Recognizes and understands the issues impacting on the achievement of desired outcomes
 - Engage in priority networks, working groups, panels and external forums on agriculture and socioeconomic issues of Kuchi communities
 - Support and update Head of Vulnerable Groups Division in the day to day management of the interventions
 - Provide full support to other colleagues in VGD for the successful implementation of VGD new programmatic activities
 - Manage and coordinate all activities related to budget and financial aspects of programming including developing and executing grants, budget forecasting, and regular financial reviews and reporting



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- Prepare on time progress report and submit to the Head of Vulnerable Groups Division when needed
 - Provide regular input to the M&E Division on ways to collect information on the level of integration of new community members, their inclusion within agricultural-related Program activities (including sub-committees and labour opportunities)
 - Support design and facilitation of agriculture and pasture land management related capacity-building intervention, campaigns, training/workshops, etc
 - Assist in promoting and disseminating sustainable agricultural and agro-pastoral practices through the Agriculture & Livestock sub-committees
 - Work with other stakeholders to ensure participation of all vulnerable groups and poor households of Kuchi communities in any kind of agriculture and livelihood improvement related to collective action
 - Work with relevant actors and departments to ensure active participation of vulnerable and poor groups of a Kuchi community, if not leading role in collective action that relates to the livelihoods of vulnerable groups, such as planning and distribution of food, livestock, etc
 - Encourage development actors to ensure that they are flexible in terms of scheduling and conducting agricultural and livelihoods' sessions and discussions to accommodate the busy schedules poor households and the mobility limitations of women from women-headed households
 - Build the capacity of KCDCs sub-committees to facilitate the linkage of vulnerable groups with communities to mobilize more resources from the agriculture and livelihood governmental and non governmental departments
 - Work with KCDC and KCCDC to identify innovations and best practices around pro-poor, pro-vulnerable and Kuchies related livelihood related innovations to be reflected in the design of VGD projects
 - Closely work with KCDC, KCCDC and their sub-committees to develop periodic case studies and success stories on the implementation of the pro-poor, pro-vulnerable and Kuchi communities related livelihood interventions
 - Contribute to the dissemination of information and ensure that lessons and recommendations are documented and quickly shared with PCD and relevant departments
 - Research, adapt and write evidence-based best practice guides, manuals and other technical and training resources based on needs and strategic use to improve and innovate Kuchi Development Sub-Program
 - Collect and analyses appropriate data that contribute to the programming
 - Collaborate with support staff to improve the efficiency of the administrative functions of the KDSP; and



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- Perform other duties that may be assigned by the Division Head

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 Bachelor's degree in agricultural with specialization in agronomy or agro-economics from a reputable college or university, with a Master's degree in the above fields an advantage;
- Demonstrated expertise and achievement in the implementation, management, and review of agriculture and rural development-focused aid programs and/or activities through local governance institutions (CDC or CCDC).

Work Experience:

- Minimum 5 years of progressively responsible in program development ,program implementation, program monitoring, and quality assurance role and any other related field is required.
- A minimum of 2 years of experience in the field of supporting Kuchies communities through the implementation of programs;
- Good knowledge of working with local governance institutions (KCDCs/KCCDC) to support Kuchies communities
- Strong familiarity with rural development, agribusiness, climate change, and natural resource management issues in Afghanistan.
- Demonstrated ability to engage with Kuchi and local communities for participatory pasture land use planning
- Agricultural knowledge and experience,
- Experience in community-driven development (CDD), participatory methodology and tools will have a distinct advantage.

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 the Taliban;
- Deep understanding of Kuchies tribal structure, Kuchies culture, value and practices
- Substantial experience with report writing and use of databases (Access, Excel, etc)



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- High level of proficiency in both written and spoken English, with very effective communication skills and proven ability in making presentations to high-level officials
- Ability and strong willingness to work with people of different cultural backgrounds;
- Ability to work under pressure and within limited timeframes;
- Research and analytical skills with a practical focus.
- Sound judgment, problem-solving skills, initiative and a results orientation
- Ability to work with minimum supervision;
- Great ability of teamwork;

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. **(Senior Kuchies Program Support Officer) 347/HRMD/MRRD/CCNPP/Kuchies** to: vacancies@ccnpp.org

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:

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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



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