



دولت جمهوری اسلامی افغانستان
اداره انکشاف زون پایتخت

د افغانستان اسلامي جمهوري دولت
دپلازمېني زون د پراختيا اداره



Islamic Republic of Afghanistan
Capital Region Development Authority

آمریت عمومی منابع بشری

TERMS OF REFERENCE

Title of Post: Project Officer

Project Title: Capital Region Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 27/08/2019

Closing Date: 08/09/2019

Duration: One year (with 3 months probationary period)

Background:

The capital region of Afghanistan comprises the Kabul, Wardak, Logar, Kapisa and Parwan Provinces. The total area of the capital region is more than 7,735 km². In order to create safe urban environment and tackle the problems caused by ever increasing population growth in the capital of Afghanistan considering the concentrated economic activities and services provision, Dehsabz City Development Authority (DCDA) has been promoted to Capital Region Development Authority (CRIDA) (As per the Presidential Decree No. (44) Dated 23rd June 2016 based on Cabinet Resolution No. (3) Dated 30 April 2016 of the Islamic Republic of Afghanistan).

CRIDA is a Budgetary Unit and Governmental profitable entity within the organizational structure of the Islamic Republic of Afghanistan. Capital Region Development Authority (CRIDA), not only develop Kabul New City project but also pave the ways for the development of Capital Region with broader visions which are briefly narrated as follows:

1. Transforming the Capital Region by turning it into a mega city that is clean, environmentally friendly, cultured with booming industries and commerce, sports and tourism and ultimately a metropolitan city that is self-reliant and sustainable, a city that has infrastructure and facilities of high standards with healthy physical environment.
2. Building a diverse community that is free of ethnic, linguistic, racial and religious prejudices.
3. Promoting urban culture and enhancing the standard of life through development of the Capital Region.
4. Development of cities (through decentralization for balanced development) within the Capital Region by protecting the originality, historical value and organic linkages with the existing Kabul city to transform the entire capital zone into a symbol of national unity.

CRIDA is currently looking for **Project Officer** to play active role in management and implementation of the projects for achieving the strategic goals of CRIDA on objective basis.

Reporting Line: The Project Officer will report directly to the Director of Economic zone development program in CRIDA

Duties/Responsibilities:

- Support and coordinate Director, under policies of EZZP with current and potential partners, consultants and other departments within CRIDA for drafting strategic and working documents.
- Participate in relevant inter organizational, government, donor meetings with Director of EZZP, if required.
- Take the responsibility in communication with other Directorate within CRIDA.
- Record the minutes of all meetings related to task assigned.
- Make follow up of the activities with all divisions and departments of CRIDA and report to project manager.
- Undertake missions, as needed for the program's purposes.
- Perform any other program related tasks assigned from time to time by the Director of EZZP.
- Translating official documents for ministries from English to Dari, Pashto and vice versa.
- Design and execute program monitoring methods for EZZP activities

Qualifications:

- Bachelor's degree/ graduated degree business administration/management, program/project management, policy or any other related fields. Master Degree is preferred.

Experience:

- Extensive communication skills, both orally and written in Dari, Pashto and English.
- Significant skills in organization, analyzing, presenting data, reaching conclusions and developing recommendations.
- 2 years of experience in related field
- Ability to establish and maintain affective working relationship with a wide range of individuals Motivated and results oriented.
- Excellent working experience with computer programs, such Ms. Office package etc.
- Technical Engineering knowledge and experience is preferred.

Applications:

To apply for the above position, please email your application, together with an update CV before 8th Sep, 2019 to:

Human Resources Department
 Capital Region Independent Development Authority (CRIDA)
 House #214, Street #4, 4th Precinct
 Solh Road, Ansari 1st Street, Haji Yaqoob Square, Share-Naw
 Kabul, Islamic Republic of Afghanistan
 Email: jobs@crida.gov.af

CRIDA will not be able to respond to inquiries about application status and will only contact short-listed candidates.