



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: Writer/ Content Developer

Project Title: Capital Region Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 26/09/2019

Closing Date: 06/10/2019

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 a Writer/Content Developer to play an active role in creating written content that are promotional in nature and translating existing written content for promotion materials of Capital Region Development Authority in coordination with Graphic designers, Event Management team and OC Director.

Reporting Line: The Writer/Content Developer will report directly to the Senior Marketing and Public Relations Manager

Duties/Responsibilities:

Specific and key accountabilities for this position and responsibilities are outlined as below:

- Creating written content for promoting CRIDA's public profile in Dari, Pashto & English
- Creating short success stories regarding CRIDA's achievements in Dari, Pashto & English
- Preparing written content for Graphic Designers in Dari, Pashto & English
- Preparing creative written content & promotional materials for promoting CRIDA's achievements
- Preparing written contents for CRIDA profile, brochures, flyers and banners in Dari, Pashto & English
- Collecting technical information from relevant departments regarding projects and writing short promotional reports for CRIDA's social media platforms in Dari, Pashto & English
- Finding and collecting interesting titles for writing promotional articles in Dari, Pashto & English
- Drafting and releasing periodic press releases about new projects, meetings, conferences and other prevailing matters
- Translating all promotional written content from Dari/Pashtu to English & vice versa
- Translating all given newsletters, official letters and reports from Dari/Pashtu to English & vice versa
- Delivering translated documents on time
- Reviewing translations to ensure they accurately reflect the contents of the original documents
- Any other tasks assigned by the concerned Director/Supervisor.

Qualifications:

- Bachelor degree in Social Sciences, Journalism, Public Administration, Communications or any other relevant field
- Fluency in Dari, Pashtu & English speaking & writing skills are REQUIRED!
- Ability and proven experience in multi-tasking, in taking initiatives and working effectively under pressure
- Excellent written, oral and interpersonal skills
- Capability and proven experience crafting messages in various formats (press releases, websites, success stories, blog entries, tweets, etc.) targeting a variety of audiences
- Familiarity with branding compliance
- Well-developed planning, organizational development and business skills
- Demonstrated leadership ability: capacity to recruit, lead and marshal the talents of a competent and marshal resources and execute tasks to completion
- Ability to meet deadlines, ability to allocate and review priorities
- Enjoy working in a fast-paced, intellectually stimulating environment
- High degree of flexibility in work and personal life
- Be a good team player who has the ability to get on with tasks and achieve results
- Information management skills including a high level of accuracy and attention to detail
- Ability in using of Ms. Office programs

Experience/Personal skills:

- A Minimum of more than 3 years professional experience in Journalism, Communications, Marketing or any related field.

Applications:

To apply for the above position, please email your application, together with an update CV before 6th Oct, 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.