

<b>Title</b>	<b>Assistant Environmental Officer</b>
<b>Vacancy Number</b>	<b>PMO/MPW/VAC/122</b>
<b>Ministry</b>	<b>Ministry of Public Works (MoPW)</b>
<b>Organization</b>	<b>PMO</b>
<b>Department</b>	<b>Social Safeguard</b>
<b>Duty Station</b>	<b>Afghanistan, Kabul</b>
<b>City</b>	<b>Kabul</b>
<b>Duration</b>	<b>1 Year's With Possibility of Extension</b>
<b>No of Jobs</b>	<b>1</b>
<b>Nationality</b>	<b>Afghan</b>
<b>Sex</b>	<b>Male/Female</b>
<b>Salary Range</b>	<b>According to NTA Salary Scale</b>
<b>Announcing Date</b>	<b>29 – July – 2020</b>
<b>Closing Date</b>	<b>15 – August – 2020</b>
<b>Job Type</b>	<b>Program</b>
<b>Shift</b>	<b>Full Time</b>
<b>Job Status</b>	<b>Sourcing</b>
<b>Experience</b>	<b>2 Years</b>

## **Background:**

About Ministry Public Works (MoPW)

The Ministry of Public Works (MoPW) is implementing various road projects in the Islamic Republic of Afghanistan. For implementation of the projects funded by the Asian Development Bank (ADB), a Program Management Office (PMO) of MoPW willing to handle implementation related tasks that would include (a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors.), etc., (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

## **Purpose and Scope of Assignment:**

The Environmental Assistant will not only assist the Environmental Officer, but will also monitor the site activities (whenever required), record the environmental filing systems and finally review every environmental report before it is reviewed by the Safeguards head.

## **Duties & Responsibilities:**

- Data collection from the projects' sites.
- Data and Environmental documents review.

- Regular follow ups of the GRM of the project
- Collect the raised grievances from the sites and keep record it at PMO
- Keep the Environment related records at PMO
- Taking photo/written records of the site visits and meetings.
- Regular Follow Ups with the involved stakeholders.
- Ensure timely management review of monitoring results and correct any issues arising.
- Dispatching the survey forms, filling them in personal meetings as well as receive the public comments regarding the overall project.
- Assist the duties of the Senior Environmental Officer at PMO
- Any other duties assigned by the PMO/Safeguards Coordinator

### **Skills:**

- Skill to speak, read and write excellent English
- Ability to work with and be a partner of a team of diverse backgrounds
- Ability to work efficiently and to meet deadlines
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members
- Good communication, negotiating and Engineering skills and good interpersonal relations

### **Qualifications and Experience:**

Education & Experience: Bachelor Degree (with 2 Year Experience) in Environmental &/or Agricultural Sciences, Natural Resources or any other relevant disciplines.

Fluent in Dari, Pashto and English.

Skills in using Microsoft office package and office equipment.

### **Required Documents:**

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Afghan ID Card (Tazkera)
- Copy of verified last Posting Contract
- Certificate's and Appreciation Letter's

### **Submission Guideline:**

Interested candidates are requested to forward their applications and detailed CV, clearly indicating the position applied for, in the subject of your email to PMO Office of Ministry of Public Works, through email at [pmo.recruitment@gmail.com](mailto:pmo.recruitment@gmail.com) with a copy to [adbafm@adb.org](mailto:adbafm@adb.org), clearly mentioning the position applied for in the subject line.

**Only short-listed candidates will be notified**

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