

Title	Assistant Resettlement Officer
Vacancy Number	PMO/MPW/VAC/123
Ministry	Ministry of Public Works (MoPW)
Organization	PMO
Department	Social Safeguard
Duty Station	Afghanistan, Kabul
City	Kabul
Duration	1 Year's With Possibility of Extension
No of Jobs	1
Nationality	Afghan
Sex	Male/Female
Salary Range	According to NTA Salary Scale
Announcing Date	29 – July – 2020
Closing Date	15 – August – 2020
Job Type	Program
Shift	Full Time
Job Status	Sourcing
Experience	2 Years

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:

Assistant Resettlement Officer will assist and contribute in the site visits, public consultations, data collection, documents review and the all the required follow ups with the involved stakeholders.

Duties & Responsibilities:

- Data collection from the projects' sites.
- Data and LARP documents review.
- Keep the LAR documents' 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 Resettlement 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 Agriculture, Economics, Natural Resources, General Sciences, Engineering or any 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 with a copy to adbafrm@adb.org, clearly mentioning the position applied for in the subject line.

Only short-listed candidates will be notified

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