Title	**Re- Administrative Officer**
Vacancy Number	**VA - AFG/THRCP/MOPW 173/2020**
Ministry	**Ministry of Public Works (MOPW)**
Department	**Trans Hindukush Road Connectivity Project (THRCP)**
Duty Station	**Afghanistan, Kabul**
City	**Kabul**
Duration	**1 year With Possibility of Extension**
No of Jobs	**1**
Nationality	**Afghan**
Sex	**Male/Female**
Salary Range	**According to NTA Salary Scale (C)**
Announcing Date	**20 – October – 2020**
Closing Date	**26– October– 2020**
Job Type	**Administrative**
Shift	**Full Time**
Job Status	**Sourcing**
Experience	**5 Years**

Background:

Improving Afghanistan's infrastructure is essential for accelerating economic growth and poverty alleviation. Despite very significant investment during the past decade, the country requires much additional investment in transport infrastructure to ensure basic service delivery and enhance the quality of life of its growing population, and also to reduce constraints on market access, regional trade and economic growth. The functioning of Afghanistan's economy and the country's national integration depend to a large degree on reliable road connections across the Hindukush mountain range, which stretches from the northeast of Afghanistan to the center of the country and thereby establishes a physical barrier between the two key economic regions which are also the most highly populated areas.

The Government of Afghanistan has obtained funding of US$ 250 million from the World Bank (International Development Association – IDA) to develop, fund and help manage a project to ensure reliable trans-Hindukush connectivity. This objective will achieve through (i) rehabilitation of the 86 km Salang Pass and development of the 152 km Baghlan to Bamyan (B2B) road to become a viable alternative to the Salang Pass, and (ii) to establish suitable arrangements for the management, maintenance and operation of those two roads. The objective of this project can only be achieved through an integral project which combines the above-mentioned elements.

The THRCP project is being delivered by a government led Project Management Team (PMT) and a new Construction Supervision Unit (CSU) has been set up to undertake site supervision of all associated contracts. In parallel, the client has also appointed an international Implementation Consultant (IC) team to provide advisory and support in delivering the project.

Purpose and Scope of Assignment:

Under the overall supervision of the Head of Operation the Administrative Officer is responsible for Organizing and Coordinating Office Operations and procedures in order to ensure organizational effectiveness and efficiency. He/she is responsible to facilitate administrative and financial affairs of the office and provide efficient support to the Operation Head.

- Provide direct support to the Head of Operation on a routine basis with management oversight of the THRCP Project as well as other implementation activities
- Maintain an accurate and complete filing system for project and Office documents and correspondence, in compliance with THRCP and government document management policies.
- Be prepared to compile reports, tables, charts etc., applying technical skills and knowledge in formatting and presentations
- Assist with routine follow-up action on support issues, including HR, Finance, Procurement and Logistics as required.
- Establish and maintain a comprehensive filing system to capture all program related files and documents
- Ensure all supporting documents are available for audit and for review purpose
- Take a lead role in organizing and running the Office of the Head of Operation, including maintenance of a shared schedule, responding to and tracking incoming communications and commitments, providing routine administrative support, and assisting in providing accurate information to institutions of the government of Afghanistan and donors as required
- Prepares a quarterly procurement plan for the department.
- In consultation with the Head of Procurement and Operation, the development of overall financial strategy and detailed action plan to achieve the objectives of THRCP Project through discussion with all stake-holders.
- As part of management and organizational review, to identify immediate and medium-term capacity building priorities
- Responsible for developing project implementation plans and providing feedback to relevant sections within the THRCP project when required, in coordination with the Executive Director.
- Perform any other duties as requested by Senior Management.

Training and Capacity Building

- Provide planning support, training and mentoring to national consultants, including Ministry Counterparts within the Program.
- Training and build the capacity of Planning, M&E staff and counterparts to ensure an improvement of knowledge and skills, by providing coaching and mentoring.

3. Monitoring and Progress Controls

- Supporting THRCP management in completion of accurate Annual and ad hoc budgets on time, Policy and Strategic framework, coasted program strategy, management monitoring mechanisms
- Participate in the preparation of bi-weekly activity updates, quarterly activity reports, periodic and annual results reports.

4. Final Product

- Effective and efficient coordination and management of Administrative, Financial and Operational issues in the THRCP office.

Qualifications and Experience:

Education

Bachelor's Degree in Business Administration, Public Administration, and Social Science, Law or relevant field required.
Master Degree will be given an Advantage

b. Work Experience:

At least 5 years of relevant experience in providing Administrative Services.
Previous experience in providing operation support and administration in UN and NGO is highly desirable.

Familiarity with WB funded projects is an asset;
Experience working with Government of Afghanistan Ministries is highly desirable.

c. Key Competencies

Demonstrates attention to detail, good organizational and planning skills.
Has good problem solving, decision making and negotiation skills.
Excellent interpersonal and communication skills.
Good working knowledge of English written and verbal, fluent in Dari/Pashto.
Intermediate computer skills (MS Office and PowerPoint).
Be able to work in a multi-cultural environment

Required Documents:

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Master 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:

Submission Guidelines:

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae, via Email Address: vacancies@thrcp.gov.af. Kindly indicate the vacancy number (VA – AFG/THRCP - MOPW 173/2020) and the post title (Re-Administrative Officer) in the subject line when applying by email.
Additional Considerations:
Applications received after the closing date will not be considered.
.**Only short-listed candidates will be notified**

"Women are highly encouraged to apply"

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