

TERMS OF REFERENCE

PMO/MPW

Post Title:	Project Manager
Organization	PMO/MOPW
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probationary)
No. of Post	3
Duty Station	PMO/ MPW - Kabul
Grade:	As per NTA salary scale (Grade B)
Travel to the project site	Yes/ at least once in a month
Work hours	Full time
Announcing Date	Dec 30, 2020
Closing Date	Jan 12, 2021
Job Experience	7 years for bachelor 5 years for Master

1. Background

Program Management Office (PMO) of the Ministry of Public Works have an ongoing portfolio in transport sector from various Grants provided by Asian Development Bank (ADB). Currently PMO is implementing Various National Highway projects and System Development projects and is designated to handle the implementation of related tasks that include:

(a) procurement of 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 Loans and Grants covenants, etc.

2. Job Description

As a Project Manager, He/ She will be responsible for the management, quality control and delivery of feasibility study, detailed design and construction supervision and System development projects. His management role is to ensure that deliverables are produced with quality and on time by monitoring progress and providing advice and support. He must be proficient in the identification, analyses, and resolution of problems and effective planning, organizing, estimating, scheduling and monitoring of project activities. A challenging project management position focused on the full Highway project life cycle from feasibility and detail engineering design stage through to client hand over. This role will focus on local projects and will consist of, but not be limited to, the below responsibilities:

- Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timetable (Items: Project Schedule, Project Budget, Technical Procedure, Contract Management, etc.);
- Collaborate with other project technical officers (international and national staff and consultants) and have regular consultations with them in order to ensure coherent documentation, planning procedures and expected deliverables for the technical work of the project.
- Assist in the procurement of Works in light of ADB procurement Guidelines. Handle procurement activities for the selection of contractors and consultants.
- Coordinate and work as Focal Person during all ADB missions and Report on project matters to the ADB and MPW as necessary;
- Undertaking a technical review of the submitted designs by design Consultants/Contractors to ensure consistency and a high standard of output.
- Review/prepare progress reports (Biweekly, Monthly, Quarterly) submitted by the Consultants to assess project implementation and assist the Program Director in communicating important decisions of the Employer (MPW) to the Consultants to avoid potential delays. Coordinate/liaise with Consultants, Contractors, other Ministries and ADB concerning technical matters of the project.
- Ensure that the works are implemented in accordance with the technical specifications and plan specified in the contract and interim road standards of MPW.
- Interact with the Consultants on a day-to-day basis concerning implementation and take corrective measures.
- Ensuring that the Supervision Consultants perform in accordance with the contract. Processing of various contractual matters including approval of variations, grant of extension of time etc.,
- Periodical visits to the site to assess implementation of the project and resolve any issue relating to the Contractors/Consultants. Review the recommendations of the 'Engineer' on designs prepared by the civil works contractors, a method of implementation, final testing, commissioning of the project, etc., and accord Employer's approval.
- Review the IPCs/invoices submitted by the Consultants/Contractors and recommend/reject for payment. Ensuring compliance with loan/grant covenants and timely payments to Consultants/Contractors.
- Assisting in the analysis of field data, reports, maps, drawings, blueprints, tests, and aerial photographs to plan and design projects.
- Any other task/assignments assigned by the program director.

3. Job Requirements:

- A master degree in Engineering, Construction Management or Project management with a minimum of 5 Years of experience (Preferred) / or a bachelor's degree in Civil Engineering or Transport Engineering with minimum 7 years of the experience; Preference would be given to candidate with PMP certification.
- Extensive experience interfacing with contractors, consultant, and client preferably projects financed by international organizations;
- Technology Awareness – Good computer skills using MS Office, AutoCAD, GIS, Primavera/ MS Project and the Internet,
- Excellent communication skills; Fluency in written and spoken Dari/Pashto and English is required
- Demonstrated leadership in managing multidisciplinary teams.
- Willingness and ability to travel inside Afghanistan

- Ability to multi-task and work under pressure;

4. Submission Guideline

Interested candidates are requested to forward their cover letter and detailed CV clearly indicating the POSITION TITLE 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
Applications received after 12 Jan, 2021 will not be shortlisted for written test/Interview.

Note: Only Shortlisted candidates will be contacted.

Female Candidates are highly encouraged to apply

Submission Email:

pmo.recruitment@gmail.com