

## **TERMS OF REFERENCE MPW/PMO**

Post Title:	Office Assistant
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probation)
No. of Post	1
Duty Station	MPW/PMO - Kabul
Salary	As per NTA salary scale (Grade D)
Work hours	Full time
Vacancy No	MPW/PMO/HR-036
Date of announcement	17 January 2021
Closing Date	30 January 2021
Gender	Male/Female

### **1.0 Background**

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

(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.

### **2.0 Job Description**

The Office Assistant will work with a team of Project Managers and Operations team shall assist the team in the day-to-day administration and office management. The duties and responsibilities will include, but not limited to:

- Office Management
- He/ She should be able to work with project managers as assistant project manager.
- Registering all incoming and outgoing documents (letters, e-mails, reports) related to the projects.
- Management of all equipment and photocopier machine.
- Management and maintenance of files, inventory, and office transport facilities, maintenance of attendance register, etc.
- Sending and receiving of official documents from/to the related departments and agencies.
- Purchase/maintenance of office supplies and stationary, etc.

- Scan all incoming and outgoing document.
- Send the all incoming and outgoing documents to the related departments through email.
- Act as secretary for program director.
- Draft and follow the minutes of meetings.
- Assist program director, administration section and operation department in writing letters, request and inquiries.
- Follow up the incoming letters, requests and inquiries for replying with the related department.
- Any other related work assigned by the Program Director.

### **3.0 Job Requirements:**

The interested candidate should possess preferably a University degree in Civil Engineering with specialization in road constructions work, having 5 years' experience, preferably in a similar position handling office administration and management, coordination and liaison with various ministries, providing necessary advisory services, etc., with good written and oral communication skills in English and having computer skills – (knowledge of working on MS Excel and MS Word).

### **4.1 Submission Guideline:**

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Office Assistant – MPW/PMO/HR-036) 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 [adbafirm@adb.org](mailto:adbafirm@adb.org), without mentioning the position title/vacancy number your application may not be considered. Application received after 30 January 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](mailto:pmo.recruitment@gmail.com)