

TERMS OF REFERENCE MPW/PMO

Post Title:	Senior Resettlement Officer
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 C)
Work hours	Full time
Vacancy No	MPW/PMO/HR-020
Date of announcement	20 February 2021
Closing Date	25 February 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 duties and responsibilities of the Senior Resettlement Officer will include, but not limited to-

- In respect of new projects to be taken up, review the project proposals to ensure that the project conforms to the resettlement policies of ADB and the Government, including land acquisition policy/law.
- Ensure preparation of resettlement action plan in accordance with the resettlement policies of ADB and the Government, including land acquisition policy/law and ensure its implementation during the project.
- Ensure that the displaced persons are adequately resettled and compensated in accordance with the resettlement action plan approved by ADB and the Government.

- Review the reports submitted by the supervision consultants to ensure that the resettlement safeguards are in place and that project is being implemented strictly in accordance with the resettlement policies of ADB and the Government.
- Periodically site visit to assess the implementation of the project and resolve any issue relating to the Contractors/Consultants.
- Collate and finalize resettlement guidelines for MPW for adherence in project implementation, taking into account the laws and regulations of the Government.
- Ensuring compliance of loan/grant covenants.
- Provide capacity building and training for safeguards officers and PMO staff on overall Resettlement /safeguards aspects.
- Identify current institutional strengths and capacity gaps and consult the Project stakeholders regarding grievances redress mechanism (GRM).
- Assist community representatives are mobilized in the establishment of Grievance Redress Committees (GRCs) and ensure committees receive appropriate assistance in monitoring the progress of the project against the scope of works while required;
- Receipt and record of all complaints from the public, project affected person and stakeholders in GRM database/excel sheet.
- Provides progress updates and information to complainants about results of investigations and action taken.
- Ensure efficient coordination with MPW other projects staff regarding resettlement and social considerations to be considered in the project preparatory activities;
- Coordinate with counterparts (provincial authorities, concerned community representatives, engineers, and contractors) to keep them informed about issues relating to resettlement and livelihood restoration.
- Monitor the socio-economic impacts of the road project on local residents and lead discussions between communities, the contractor and project engineers on project related issues as they emerge;
- Monitor progress against agreed community-based compensation arrangements where relevant to ensure full implementation of the agreed arrangements.
- Prepare and submit regular reports on resettlement activities to the Reporting Officer, E&S safeguard Head and Head of PMO as requested and required.
- Perform other duties as requested by the E &S safeguard Head and Head of PMO.

3.0 Job Requirements:

The ideal candidate should possess undergraduate degree, or preferably master's degree in Social Science, Public Health, Medical field, Agriculture, Community/Rural development and social science or similar field, with 7 years' experience (5 years in case of Master degree) in dealing with resettlement safeguards in project implementation, including implementation of road projects. The ideal candidate should have a thorough understanding of resettlement policies of ADB, other donors and the Government.

4.1 Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Senior Resettlement Officer – MPW/PMO/HR-020) 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, without mentioning the position title/vacancy number your application may not be considered. Application received after COB (13:30 PM) 25 February 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