

## **TERMS OF REFERENCE**

### **MPW/PMO**

|                      |                                   |
|----------------------|-----------------------------------|
| Post Title:          | Senior Environmental 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-054                    |
| Date of announcement | 7 April 2021                      |
| Closing Date         | 20 April 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 Senior Environmental Officer will implement the capacity building program by delivering, the training, and customizing it for each Consultants/Contractor's Environmental officers, to prepare and implement site specific environmental management plans.
- Senior Environmental Officer will ensure that the capacity of the executing contractors is built by implementing the site specific environmental monitoring plans to the standards reflected in the Asian Development Bank (ADB) Safeguard Policy Statement (2009).
- Carry out environmental screening of projects, and help to prepare project specific Senior Environmental Management Plans (EMPs) and review the IEE, EMR, BAEMRs and other environmental documents of the projects.
- Help commissioning and managing Initial Environmental Examination (IEE), if necessary and other special studies/ assessment such as hazardous & e-waste management. Prepare

environmental information materials and help the PMO in disseminating the information to the relevant stakeholders.

- Review project plan, design, cost, and bid documents to ensure environmental factors and mitigations are incorporated, and project documents and environmental documents are in harmony.
- Closely check the progress and implementation of the environmental management plan and site specific environmental monitoring plans for each ongoing projects.
- The Senior Environmental Officer will conduct periodic (as deemed necessary) site visits to all projects under implementation to validate the monthly reports received from the contractors and to review and monitor implementation of the site specific environmental management plans.
- The Senior Environmental Officer will act as a focal point for all environmental issues for the project relevant administrations.
- The Senior Environmental Officer will provide conceptual, operational and technical support on safeguard and environmental issues to PMO according to NEPA and ADB safeguard policies and procedures.
- Prepare the project environmental performance reports (BAEMRs) to be submitted to ADB twice annually.
- As part of implementation, support PMO in the review of reports documents submitted by contractor and documentation pertaining to safeguards compliance (including proposals, reports from contractors etc);
- Ensure that Monitoring and Reporting the regular inspections and compliance review is conducted by contractor/operator personnel and provide feedback to the PMO.
- Prepare reports pertaining to overall implementation of environmental requirements under the Project;
- Assess the overall socio-economic impacts of the Project including the sustainability of the Project interventions;
- Recommend actions to be taken based on the assessments (actions should be time bound, specifying the responsible parties and the resources required, as well as performance indicators where applicable).
- Perform and other tasks assigned by the PMO Safeguards Coordinator/Director.

## **2.0 Job Requirements:**

With Bachelor's Degree 7 years of relevant working experience and with Master's degree 5 years of relevant working experience in Environmental Engineering/Sciences/Agriculture/Rural Development.

### **Skills:**

Management and team leadership ability  
Have the required skills in general management  
Writing and communication ability in professional and related area.

#### **4.1 Submission Guideline:**

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Senior Environmental Officer – MPW/PMO/HR-054) 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 [adbafrm@adb.org](mailto:adbafrm@adb.org), without mentioning the position title/vacancy number your application may not be considered. Application received after COB ( 20 April 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)