

<b>Title</b>	<b>Road Structures Data Collection Specialist</b>
<b>Vacancy Number</b>	<b>MOPW/SRTAP/1400-18</b>
<b>Ministry</b>	<b>Ministry of Public Works</b>
<b>Organization</b>	<b>Road Maintenance Directorate</b>
<b>Project</b>	<b>Sustainable Reform &amp; Technical Assistance Project (SRTAP)</b>
<b>Duty Station</b>	<b>Afghanistan (Various Provinces)</b>
<b>Duration</b>	<b>1 Year (with possibility of extension)</b>
<b>No of Jobs</b>	<b>10</b>
<b>Nationality</b>	<b>Afghan</b>
<b>Sex</b>	<b>Male/Female</b>
<b>Salary Range</b>	<b>According to NTA Salary Scale (C-3)</b>
<b>Announcing Date</b>	<b>03/May/2021</b>
<b>Closing Date</b>	<b>15/May/2021</b>
<b>Job Type</b>	<b>Engineering</b>
<b>Shift</b>	<b>Full Time</b>
<b>Experience</b>	<b>+6 years</b>

**Background:**

The Ministry of Public Works (MoPW) is responsible for the planning, design, procurement, implementation, monitoring, and maintenance of the various transportation infrastructure projects such as roads, bridges, and its relevant drainage and retaining/protection structures in the government of the Islamic Republic of Afghanistan.

Therefore, to enhance the capacity to strengthen its ability to deliver effective, efficient and transparent services in MPW the Human Resource Directorate wishes to recruit the following staff on contract basis from development Budget for the Ministry of Public Work (MPW).

**Scope of Work/Job Summary:**

MPW is looking to recruit a Data Collection of Road Structures Specialist with extensive experience in a wide range of civil construction activities including, but not limited to the Analyze the current road safety concerns, recommend cost effective measures to maximize safety conditions on roads that are improved under the project Based on appropriate international good practices. The incumbent must have a thorough understanding of the international and local design and construction codes/regulations/standards. The incumbent will function as a member of the operation and maintenance team where He/She provides technical inputs and Supports technical and engineering personnel with project support duties. The

potential candidate will remain active through all project phases and should work in close coordination with the senior management in MPW. He/ She must directly report to the Senior Engineers/ Consultants of the team.

The Road Structures Data Collection Specialist will carry out the following:

**Responsibilities:**

- Carry out desk study and collect historical data pertaining to structures;
- Carry out data collection and fill its template as necessary;
- Carry out routine and periodic data collection of the road structures as planned, meticulously, systematically, and in a consistent manner as requested by the team leader;
- Complete Quality Assurance (QA) and Quality Check (QC) process in compliance with the data collection Manuals;
- Estimate quantities and unit prices for repair work as required and assist planning personal on preventative and corrective actions required for maintenance;
- Assisting data collection team in analyzing road structures data required for the planning;
- Keep soft and hard data on roadway structures such as inspection forms, sketches, drawings, calculations, reports, photos, etc.;
- Collect and sort data on each roadway structure in various folders for inventory, condition survey, condition index calculations, Html files, etc.;
- Fill out risk matrix spreadsheets before undertaking trips;
- Mark all defects in photos by identifying the type, severity, and extent of each defect and record them in the prepared templates;
- Coordinate with RAMS core team, the Roadway Structures Officer, and GIS specialist to download raw collected data and upload inventory and condition data to a central database in an accurate and reliable manner;
- Carry out supervision and provide guidance to the data collection contractor (if hired) to improve their performance and quality of the works;
- Participate in missions related to the project review and evaluation;
- Participate in the preparation and implementation of seminars and training courses;
  
- Any other task assigned by the relevant head/supervisor
- Learn quickly and execute procedures accurately and capture and document any needed information associated to data collection processes and data management systems.
- Test devices (hardware and software configurations) and log defects
- Work with other teams for transitioning research products to production level testing
- Use data collection tools to execute data collection projects of different types
- Maintain project tracking sheets, monitor key project metrics and provide project reports as required
- Respond to participant needs
- Manage and develop data collection, distribution and quality processes
- Manage and schedule data collection participants and prepare necessary documents such as instructions for their participation.

- Contribute to improvements in data collection projects by identifying any issues and proposing enhancements in tools and working on continuous improvement of collection protocol and process.
- Provide training to data collection participants as required
- Communicate with all stakeholders in a timely, clear and concise manner
- Adapt to changing project needs and expectations
- Troubleshoot and triage any technical issues during the collections and report as needed.
- Be a proactive team member, contributing solutions and helping others as necessary

### **Job Requirements:**

Minimum of bachelor degree in civil engineering, transportation engineering, and or any other similar discipline;

Having of a personal smartphone of 6.5inch diagonal dimension, with Android 10, 32GB free memory for use of data collection;

Having of personal computer installed with MS Word, Excel, PowerPoint and AutoCAD software;

Having min of 4-year work experience in road survey, design, maintenance, and construction (general experience) and min of 1-year work experience of road/structures inventory and condition surveys and condition rating of relevant structures (specific experience);

Knowledge of standard practices of maintenance and construction for road's structures;

Basic experience working with GPS and survey equipment as necessary;

Required verbal and written communication skills in English;

Proven organizational and problem-solving skills;

Able to travel to the remote area all over Afghanistan, collect required data and work as part of a team;

Physical fitness and able to travel and complete inspection procedure;

Perform any other survey-related duties and tasks as assigned by the head/supervisor.

### **Skills:**

- Familiar with the road structures inventory and condition survey, data collection, and their analysis;
- Experience with Structure Evaluation and Condition Rating methods;
- Ability to overcome challenges and work in difficult work environments/conditions (especially in the field);
- Be able and willing to travel to all provinces and remote location in Afghanistan, including volatile and insecure areas;
- High degree of personal initiative and willingness to accept responsibility for poor data collection;
- Knowledge of road maintenance procedures;

- Basic knowledge of AASHTO LRFD bridge design standards will be an asset;
- Experience with bridge average and priority condition indices calculation will be an asset;
- Use of Excel, Word, PowerPoint, and AutoCAD.

#### **Required Documents:**

- CV with an application form for the relevant position;
- Copy of verified Degree by the Ministry of Higher Education;
- Copy of verified Afghan ID Card (Tazkera) or Passport copy;
- Copy of verified last Posting Contract;
- Copy of other documents seems to be necessary.

#### **Submission Guideline:**

Interested candidates are requested to forward their applications and detailed CV to [mopw.vacancies@yahoo.com](mailto:mopw.vacancies@yahoo.com), kindly indicate the vacancy number (**MoPW/SRTAP/1400-18**) and the post title (**Road Structures Data Collection Specialist**) in the subject line when applying by email. To the Human Resource Unit – Sustainable Reform and Technical Assistance Project of Ministry of Public Work Kabul Afghanistan.

Office Add: SRTAP Office, Kabul Jalalabad Road, In front of KMTC, Ministry of Public Work, Kabul Afghanistan.

Only short-listed candidates will be notified