

<b>Title</b>	<b>Senior Maintenance Planning Engineer</b>
<b>Vacancy Number</b>	<b>MOPW/SRTAP/1400-26</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>3</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-2)</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>+8 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 (MoPW)

**Scope of Work/Job Summary:**

MoPW is looking to recruit a professional *Senior Maintenance Planning Engineer* with extensive experience in planning, scheduling, monitoring the execution of road projects by ensuring quality, legal aspects, cost-effectiveness, and timely completion of Maintenance projects. The position holder should utilize their qualifications and experience in managing the roads and highway construction projects concentrating on all aspects of projects in terms of time, cost, and quality. The Senior Maintenance Planning Engineer will be responsible for providing all necessary assistance to the maintenance team concerning the entire planning and scheduling issues and road project activities oversight on M&E and Coordination related activities of the projects that is aligned with both the country's needs and the regional/international standards. 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 Team Leader/ Project Manager of the team.

The Senior Maintenance Planning Engineer will carry out the following

**Duties & Responsibilities:**

- Provide technical expertise in all relevant areas, including developing appropriate methods for engineering, procurement, construction, commissioning, and startup activities;
- Experienced in coordinating with the contractor to produce recovery work programs in case of delay;
- Demonstrate expertise in the assessment and analysis of time-related claims;
- Ensure the development of the most appropriate and economically viable construction methods for highway projects in the country;
- Show ability to develop and update master Implementation plan, works plan, and all other related plans;
- Ensure to incorporate the procedures for preparing project cash flow, man-power calculation and utilization schedules, recovery program to catch up delay, and also method to update the progress of project work;
- Project coordinator will develop project specific training materials, information for field staff and beneficiaries, case studies and project photographs as visual evidence of outputs, outcome.
- Ensure correct procedures are adhered to in procurement of materials and services and each procurement process is well documented.
- Planning and facilitating meetings where appropriate and distribute minutes to all project team members.
- Coordinate with the stakeholders, implementer NGO and other stakeholders at provincial level and ensure smooth implementation of the project.
- Manage correspondences, drawings, submittals, material & equipment procurement, daily reports, transmittals, minutes of meetings, bill of quantities, proposals, requests for Inspection, requests for clarification, change orders, invoices, payment requisitions, and snag lists;
- Demonstrate a comprehensive knowledge of currently adopted planning procedures and approaches for infrastructural projects in Afghanistan;
- Preparing resource histograms of a typical road project staff, plant, and equipment;
- Oversee the planning process for completed and ongoing projects to find out the prevalent issues and propose proper solutions and optimal process;
- Perform needs assessments and discover problems in current practices through field studies and regular meetings with site managers, surveyors, provincial engineers, and stakeholders;
- Gather and interpret data and present reports related to planning issues of project in terms of time, cost, and quality;
- Develop solutions to a wide range of difficult technical issues concerning project planning and propose effective approaches and solutions;
- Select the most appropriate engineering techniques and sequences of activities for various stages of typical road projects;
- Ensure the adherence of tasks with internationally recognized design standards and with the consideration of local conditions and regional/international standards;
- Plan and coordinate the activities to ensure compliance to procedures and regulations as required by MPW;
- Develop report templates regarding the status of construction progress;
- Successfully interface with experts from a range of other disciplines (civil, design, surveying, traffic, structure, etc.);
- Complete all work in conformance with MPW and core values;
- Develop and maintain effective working relationships with seniors and provide the necessary advice

and support to them;

- Assist the Project Manager in reviewing/preparing the progress reports (weekly, monthly, quarterly);
- Perform other functions related/required or assigned by the senior management.

### **Skills & Competencies:**

- Preferably, fully conversant with the standard forms of Contracts used in highway projects;
- Demonstrate in-depth knowledge of current planning techniques and sequences of project-related activities;
- Demonstrate experience in supervising road projects at all stages and providing solutions to problems;
- Know the process of reviewing and approval of the submitted work program by the contractor as well as monitoring the work progress during the construction;
- Know how to assess and forecast project progress and performance against the established accepted/amended work schedule with critical milestones;
- Must be familiar with regional best practices in the field of road project planning;
- Able to draft and develop specifications/ guidelines and write clear, concise, and accurate technical/ non-technical reports;
- Able to use the latest version of Primavera Contract Management (Expedition) as Contract;
- Ability to manage the construction materials needed on-site and ensure that material supplies are sufficient;
- Able to making estimations for road project timescales and costs;
- Acquaintance with regional and international standards for project planning and demonstrate knowledge of relevant AASHTO and IRC guidelines;
- Able to develop and update schedules, create reports and provide analysis using Microsoft Project and Primavera;
- Highly motivated and enthusiastic team player with a strong desire to succeed;
- Able to manage conflicting priorities; and
- Demonstrate leadership in handling and working with multidisciplinary teams.

### **Job Requirements:**

A bachelor's degree holder in Civil engineering or a master's in the field (preferred) with specialization in construction project management and highway project planning. The candidate should have similar work experience on large road projects, mainly focused on the planning of road projects, handling contractors and claims, dispute settlement, and progress tracking of the ongoing projects. Experience in preparing technical documents and developing standard manuals is highly preferable.

### **Required Documents:**

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Afghan ID Card (Tazkera)
- Copy of verified last Posting Contract

### **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/1400-26**) and the post title (**Senior Maintenance Planning Engineer**) 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 Transport, Kabul Afghanistan.

Only short-listed candidates will be notified