

Title	Senior Project Manager
Vacancy Number	MoPW/SRTAP/PMD/1400-51
Ministry	Ministry of Public Works (MoPW)
Organization	Project Management Directorate (PMD)
Project	Sustainable Reform & Technical Assistance Project
Duty Station	Afghanistan (One Project Manager for each zone: Kabul, Kandahar, Herat, Balkh, Badakhshan, Paktia, Nangarhar and Bamyan). State your selected zone in your application form.
Duration	1 Year (with possibility of extension)
No of Jobs	8
Nationality	Afghan
Sex	Male/Female
Salary Range	According to NTA Salary Scale (Grade-C)
Announcing Date	22/May/2021
Closing Date	02/June/2021
Job Type	Engineering
Shift	Full Time
Job Status	Sourcing
Experience	10 years similar experience

**Background:**

About Ministry of Public Works (MoPW) Sustainable Reform & Technical Assistance Project (SRTAP):

Governmental office The Ministry of Public Works (MoPW) is responsible for the planning, monitoring, maintenance and development of the various transport infrastructure projects such as Roads, Bridges, and Culverts 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 (MoPW) the Human Resource Directorate wishes to recruit the following staff on contract basis from development Budget for the Ministry of Public Works (MoPW).

**Job Summary:**

As a Senior Project Manager, He/ She will be responsible for the management, quality control and delivery of feasibility study, detailed design and construction supervision and System development projects. His management role is to ensure that deliverables are produced with quality and on time by monitoring progress and providing advice and support. He must be proficient in the identification, analyses, and resolution of problems and effective planning, organizing, estimating, scheduling and monitoring of project activities. A challenging project management position focused on the full Highway project life cycle from feasibility and detail engineering design stage through to client hand over. This role will focus on local projects and will consist of, but not be limited to, the below

**Duties & Responsibilities:**

- Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timetable (Items: Project Schedule, Project Budget, Technical Procedure, Contract Management, etc.);
- Collaborate with other project technical officers and have regular consultations with them in order to ensure coherent documentation, planning procedures and expected deliverables for the technical work of the project.
- Assist in the procurement of Works in light of AFG GOV procurement Guidelines. Handle procurement activities for the selection of contractors and consultants.
- Coordinate and work as Focal Person for multiple projects simultaneously and Report on project matters to the PMD as necessary;
- Undertaking a technical review of the submitted designs by design Consultants/Contractors to ensure consistency and a high standard of output.
- Review/prepare progress reports (Biweekly, Monthly, Quarterly) submitted by the Consultants to assess project implementation and assist the Program Director in communicating important decisions of the Employer (MPW) to the Consultants to avoid potential delays.
- Ensure that the works are implemented in accordance with the technical specifications and plan specified in the contract and interim road standards of MPW.
- Interact with the Consultants on a day-to-day basis concerning implementation and take corrective measures.
- Ensuring that the Supervision Consultants perform in accordance with the contract. Processing of various contractual matters including approval of variations, grant of extension of time etc.
- Periodical visits to the site to assess implementation of the project and resolve any issue relating to the Contractors/Consultants. Review the recommendations of the 'Engineer' on designs prepared by the civil works contractors, a method of implementation, final testing, commissioning of the project, etc., and accord Employer's approval.
- Review the invoices submitted by the Contractors and recommend/reject for payment. Ensuring compliance with contract clauses covenants and timely payments to Consultants/Contractors.
- Assisting in the analysis of field data, reports, maps, drawings, blueprints, tests, and aerial photographs to plan and design projects.
- Any other task/assignments assigned by the program director.

### **Job Requirements:**

- A master degree in Civil Engineering, Construction Management or Project management with a minimum of 8 Years of similar experience (Preferred) / or a bachelor's degree in Civil Engineering or Transport Engineering with minimum 10 years of the same or similar experience; Preference would be given to candidate with PMP certification.
- Extensive experience interfacing with contractors, consultant, and client preferably projects financed by international organizations;
- Technology Awareness – Good computer skills using MS Office, AutoCAD, GIS, Primavera/ MS Project and the Internet,
- Excellent communication skills; Fluency in written and spoken Dari/Pashto and English is required
- Demonstrated leadership in managing multidisciplinary teams.
- Willingness and ability to travel inside Afghanistan
- Ability to multi-task and work under pressure;

**Required Documents:**

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Master 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, detailed CV and other required documents to **jobs.mopw@yahoo.com** indicate the vacancy number (**MoPW/SRTAP/PMD/1400-51**) and the post title (**Senior Project Manager**) in the subject line when applying by email to the Human Resource Unit – Sustainable Reform and Technical Assistance Project of Ministry of Public Works (MoPW) at Kabul, Afghanistan.

**Note:** State your selected zone in subject line.

**Address:** SRTAP Office, Railway Building, Kabul-Jalalabad Rd., opposite KMTC, MoPW, Kabul, Afghanistan.

Note: Only short-listed candidates will be contacted.