

<b>Title</b>	<b>Senior Transportation Rest Area Specialist</b>
<b>Vacancy Number</b>	<b>MOPW/SRTAP/1400-32</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</b>
<b>Duration</b>	<b>1 Year (with possibility of extension)</b>
<b>No of Jobs</b>	<b>1</b>
<b>Nationality</b>	<b>Afghan</b>
<b>Sex</b>	<b>Male/Female</b>
<b>Salary Range</b>	<b>According to NTA Salary Scale (B-1)</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 MOPW 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 Senior Transportation Rest Area Specialist with extensive experience in this capacity. Our Rest Area team oversee all aspects of rest area operations and maintenance. The primary purpose of this position is to assist in the day-to-day operations and maintenance of a rest area. You will assist the Rest Area Supervisor and help oversee the facility, landscaping and maintenance services, and oversee contractors or licensed personnel performing work. You will monitor and maintain all systems to ensure safe and efficient operations. You will assist in the acquisition of supplies and materials, and maintain an accurate inventory of the materials at the rest area. You will provide customer service to travelers, and serve as a field representative to other agencies, partners, and the public. 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 MOPW. He/ She must directly report to the Senior

Engineers/ Consultants of the team.

The Senior Transportation Rest Area Specialist will carry out the following

**Duties & Responsibilities:**

- Participates in and approves urban and rural transportation system development projects such as corridor studies, classification studies, route numbering, excess property determination, urban area boundaries, institutional roads, scenic routes, and interchange spacing.
- Participates in airport master plan, transit improvement program, or rail plans.
- Utilizes economic, population, land use, and traffic projections to substantiate recommendations for transportation planning in rural, regional or urban areas.
- Analyzes, approves, and evaluates survey data, prepares reports and makes specific recommendations concerning the development of rural or urban transportation plans.
- Attends meetings and conferences to discuss department operations, proposals, and techniques for the resolution of transportation problems and to carry out coordinate programs to fulfill legislative requirements.
- Develops and tests transportation network models to determine travel distribution and future travel demands.
- Represents the department on technical committee for comprehensive transportation studies and origin destination studies.
- Participates in public meetings and hearings explaining the department's planning proposals, and the socio-economic and environmental effects of them.
- Meets with local officials to explain results of planning studies and coordinate activities between the Ministry of Public Works and local governments.
- Coordinate the maintenance activities of on-call/intermittent employees and contractors working on facilities and grounds. Inspect others' work and report on quality, acceptance, or improvements needed.
- Maintain accurate and timely daily logs, working files, inventories, contracts and records.
- Inspect property and facilities to identify potential hazards; take appropriate and necessary measures to eliminate or mitigate hazards.
- Conduct property inspections to identify and report status of structures and grounds.
- As directed or necessary, obtain cost quotations, order materials, or authorize work according to agency operating procedures and policies.
- Respond to Rest Area emergencies and report those emergencies up the chain of command.
- Observe appearance and conditions of premises and equipment; report needed repairs, safety hazards, or conditions requiring outside contractor services.
- Ensure that maintenance standards are met for all facilities and grounds.
- Perform minor maintenance and repairs to facilities, equipment, and fixtures as necessary.
- Monitor the inventory of parts, maintenance supplies and materials; report needs to the Rest Area Supervisor.
- Monitor the condition of facilities, equipment, utility systems and grounds; report needs to the Rest Area Supervisor.
- Maintain grounds by mowing, blowing, edging, power washing, picking up branches and leaves, weeding, watering, and spraying.
- Interact with the traveling public. Promote compliance with Rest Area rules and regulations. Discourage unapproved or disruptive activities. Request law enforcement assistance as needed.
- Cooperate with local Rest Area agencies to help plan and develop improvements at the Rest Area.
- Interface with other agencies involved with Rest Area operations.

**Skills & Competencies:**

- Knowledge of the principles and techniques of administrative management; including, organization,
- planning, staffing, training, budgeting and reporting.
- Knowledge of fiscal planning, budgeting, and management.
- Knowledge of the operational and technical problems involved in the administration of a specialized program.
- Knowledge of the assigned program specialty.
- Knowledge of methods of planning, developing, and administering programs.
- Knowledge of state and federal laws and legislative processes related to the work.
- Knowledge of reporting methods and techniques.
- Knowledge of the need, preparation, and use of reports.
- Knowledge of community organization.
- Knowledge of urban and regional planning as related to transportation systems.
- Knowledge of techniques used in the collection, organization, and analysis of sociological, economic, and other data.
- Knowledge of factors involved in the analysis of complex traffic data to provide the basis for such uses as highway classification, determination of jurisdictional responsibility, and long-range planning of highway transportation facilities.
- Knowledge of electronic data processing computers and their use in transportation studies.
- Knowledge of the principles of economics, sociology and environmental science as they related to transportation.
- Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.
- Ability to communicate with others verbally and in writing.
- Ability to prepare charts, maps and other tools for the analysis of data.
- Ability to make forecasts as a result of studies.
- The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.
- Ability to interpret property descriptions.
- Ability to maintain records, and prepare reports and correspondence related to the work.

#### **Job Requirements:**

- Bachelor's degree in urban or regional planning, resources development, engineering, statistics, mathematics, geography, economics, or a related field with 6 years of professional experience equivalent to a Transportation Planner,
- Master's degree in similar field will be highly preferable
- Ability to travel to all provinces of Afghanistan as needed.
- Experience in Rural Development Projects involving local stakeholders in the construction process would be an advantage;

#### **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/1400-32**) and the post title (**Senior Transportation Rest Area Specialist**) in the subject line when applying by email. To the Human Resource Unit – Sustainable Reform and Technical Assistance Project of Ministry of Public Works Kabul Afghanistan.

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

Only short-listed candidates will be notified