



Islamic Republic of Afghanistan
Capital Region Independent Development Authority
Administrative Division



Proj.-Code	Location	Program / Type / Project / Division / Dept / Sub Dept	Document / Sub Document / Reference / Revision
AFG/KBL/Gen	KBL	Pg-1/ST/Pr-1/AD/Dept/Sub Dept	OL/ICR /(CRIDA/AD/2016/000)/xxx

TERMS OF REFERENCE

Title of Post: Finance Assistant

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 12/07/2016

Closing Date: 18/07/2016

Duration: on year

Background:

As per the Presidential Decree No. 44 dated 23rd June 2016 based on Cabinet Resolution no 3 dated 30 April 2016 of the Islamic Republic of Afghanistan, in order to create safe urban environment and tackle the problems caused by ever increasing population growth in the capital considering the concentrated economic activities and services provision, Dehsabz City Development Authority (DCDA) has been promoted to Capital Region Independent Development Authority (CRIDA) having the authority as Independent Budgetary Unit and Governmental profitable entity within the organizational structure of the Islamic Republic of Afghanistan.

The capital region comprises the Kabul city including its all districts, Maidan Shahr City of Maidan Wardak Province, Charikar City and the districts of Bagram and Jabal Siraj of Parwan province, Mahmud Raqi City and Kohistanat district of Kapisa Province, Pul-i-Alam City and Mohammad Agha and Khoshi districts of Logar Province. The total area of the capital region surrounds more than 7735 km².

Capital Region Independent Development Authority (CRIDA), not only develop Kabul New City Master Plans but also pave the ways for the development of Capital Region with broader visions which are briefly narrated as follows:

1. Transforming the Capital Region by turning it into a mega city that is clean, full of greenery, cultured with booming industries and commerce, sports and tourism and ultimately a city with all facilities that are available in any modern city of the world.
2. Building a metropolitan city that is self-reliant and sustainable, a city that has infrastructure and facilities of high standards with healthy physical environment.
3. Building a city that is free of ethnic, linguistic, racial and religious prejudices
4. Promoting urban culture and enhancing the standard of city life through development of the Capital Region.
5. Development of cities (through decentralization for balanced development) within the Capital Region by protecting the originality, historical value and organic linkages with the existing Kabul city to transform the entire capital zone into a symbol of national unity.

CRIDA is currently looking for a Finance Assistant to play active role in Finance and Procurement division and contribute in managing and preparation of multidisciplinary Financial Tasks for achieving the strategic goals of CRIDA on objective basis.

Reporting Line:

The Finance Assistant will be reporting directly to the Financial Account Manager

Duties/Responsibilities:

- Help the Finance Officer in preparation of financial report to Financial Account Manager.
- Keep an up-to date payables and receivable aging schedule
- Prepare M3, M7, M10, M11, M12, M16 forms, allotment forms and other documentation required by Ministry of Finance
- Provide CRIDA any information needed to conduct within-year reviews of the approved budget.
- Liaising with other CRIDA's departments to find out their vital and urgent needs & wants and then reporting to senior finance officer so that the needs and wants will be satisfied on time.
- Keeping standard filing system of finance documents.
- Assisting the senior finance officer.
- Allotments (B27) record,
- Payment Voucher or Hawaala (M16s) record
- General Journal record.
- Budget implementation record.
- Any other task to be assigned by seniors.

Qualifications:

- Bachelor of Business Administration, or any other relevant Field
- Minimum 2 years of experience is required

Experience/Personal skills:

- Knowledge and expertise in making and preparation of reports
- Represent the CRIDA effectively in meetings with others if required.
- Must have knowledge of Afghanistan's Constitution Laws;
- Good oral and written skills in Dari, Pashto and English languages;
- Diligent and enthusiastic, willing to work long hours and under pressure;
- Excellent computer skills are required (Ms.Word, Ms.Excel Ms.Access and Accounting software are required).
- Ability to work effectively in a multi-ethnic and multi-cultural environment;

Applications:

To apply for the above position, please email your application, together with an update CV before 18th July 2016.

Human Resources Department
Capital Region Independent Development Authority (CRIDA)
House #4, Street #6, 10th Precinct
Qala-e- Fathullah Khan
Kabul, Islamic Republic of Afghanistan

Email: jobs@crida.gov.af
CC: mraza.nayeel@crida.gov.af

CRIDA will not be able to respond to inquiries about application status and will only contact short-listed candidates.