



**Islamic Republic of Afghanistan**  
**Capital Region Independent Development Authority**  
**Human Resources Department**



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|-------------|----------|---|--|
| Proj.-Code  | Location | Program / Type / Project / Division / Dept / Sub Dept | Document / Sub Document / Reference / Revision |
| AFG/KBL/Gen | KBL      | Pg-1/ST/Pr-1/HR/Dept/Sub Dept                         | OL/ICR /(CRIDA/HR/2017/000)/xxx                |

## TERMS OF REFERENCE

**Title of Post: Photographer/Cameraman**

**Project Title: Capital Region Independent Development Authority (CRIDA)**

**Duty Station: Kabul- Afghanistan**

**Announce Date: 22/10/2017**

**Closing Date: 31/10/2017**

**Duration: on year**

### Background:

The capital region of Afghanistan comprises the Kabul, Wardak, Logar, Kapisa and Parwan Provinces. The total area of the capital region is more than 7735 km<sup>2</sup>. In order to create safe urban environment and tackle the problems caused by ever increasing population growth in the capital of Afghanistan considering the concentrated economic activities and services provision, Dehsabz City Development Authority (DCDA) has been promoted to Capital Region Independent Development Authority (CRIDA) (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). CRIDA is an Independent Budgetary Unit and Governmental profitable entity within the organizational structure of the Islamic Republic of Afghanistan.

Capital Region Independent Development Authority (CRIDA), not only develop Kabul New City project 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, environmentally friendly, cultured with booming industries and commerce, sports and tourism and ultimately a metropolitan city that is self-reliant and sustainable, a city that has infrastructure and facilities of high standards with healthy physical environment.
2. Building a diverse community that is free of ethnic, linguistic, racial and religious prejudices.
3. Promoting urban culture and enhancing the standard of life through development of the Capital Region.
4. 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 Photographer/Cameraman to play an active role in coverage of all programs, ceremonies and meetings and Social Media campaign for Capital Region, meanwhile coordinating with colleague designers, Public Relations Officer, Marketing Manager, OC Director and Protocol Officer.

**Reporting Line:**

The Photographer/Cameraman would directly report to the line Manager of Marketing Department and Director of OC.

**Duties/Responsibilities:**

1. Set up, adjust, and operate the still and video cameras, and capture high quality pictures and short films at meetings, events, seminars and conferences
2. Cover the programs audio, video and photography through professional camera and determine filming sequences, camera movements, and picture composition.
3. Edit, digitalize, and enhance the still pictures, and short films and store properly in a predetermined database, share this data to the concerned persons when required.
4. Arrange and control the lights, sound systems and camera equipment for events, exhibitions, conference and media interviews.
5. Bring basic editing in videotapes by erasing and removing portions of programs and adding video or sound under the supervision of Head Designer.
6. Plan and develop pre-production ideas into outlines, scripts, story boards, and graphics, using own ideas or specifications of assignments.
7. Supporting and assisting the marketing and production teams in basic marketing and promotional works and graphic designing whenever required
8. Assisting in graphic designing including all sales and marketing materials such as catalogues, online banners and branded materials
9. Working alongside marketing and production teams to develop themes, designs logos and other miscellaneous designing activities
10. Assisting the marketing and public relations teams in social media campaigns, and mass media relations.

**Skills and Qualifications:**

1. Artistic and creative abilities in photography and art of capturing
2. Technical familiarity with a wide range of photographic equipment and technology
3. A sound eyesight and hand-eye coordination for color differentiation and other details
4. Basic knowledge of all designing software, especially Photoshop Cooledit and Premier
5. Basic knowledge of marketing, advertising and branding campaigns
6. Familiarity with branding and event management tools and techniques
7. Familiar with all basic computer programs like MS office etc.
8. Good time management skills with the ability to meet tight deadlines
9. Good communications and interpersonal skills
10. 12<sup>th</sup> Class education is must, graduation and diploma or certificate in photography is an asset
11. The shortlisted candidate to bring work example with him/herself.

**Experience:**

The Photographer must have at least two years' experience in the field of photography and videography with a professional production house.

**Applications:**

To apply for the above position, please email your application, together with an update CV before 31<sup>st</sup> Oct, 2017 to:

Human Resources Department  
Capital Region Independent Development Authority (CRIDA)  
House #214, Street #4, 4<sup>th</sup> Precinct  
Solh Road, Ansari 1<sup>st</sup> Stree, Haji Yaqoob Square, Share-Naw  
Kabul, Islamic Republic of Afghanistan  
Email: [jobs@crida.gov.af](mailto:jobs@crida.gov.af)

[CC: mraza.nayeel@crida.gov.af](mailto:mraza.nayeel@crida.gov.af)

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