



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/2017/000)/xxx

TERMS OF REFERENCE

Title of Post: Planning and Scheduling Manager

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 03/05/2017

Closing Date: 13/05/2017

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 km². 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 project control officer to play active role in Implementation of the projects, support the project manager and contribute for achieving the strategic goals of CRIDA on objective basis

Reporting Line:

The Planning and Scheduling Manager will report directly to the Director of Policy and Planning.

Duties/Responsibilities:

Scheduling Tasks:

Specific and key accountabilities and responsibilities outlined as below:

- Establish a suitable mechanism, program tracking system and database to monitor activities carried out by divisions and departments to ensure effective performance.
- Ensure all CRIDA divisions and departments' function/activities meet overall objectives and standards of CRIDA and high quality documentation of the program work is in place.
- Prepare monthly, quarterly (100 day) and annual progresses reports and present them to the CRIDA management, presidential office and other stakeholders.
- Prepare accurate and realistic project schedules and define milestones, deliverables, constraints and deadlines according to the project nature and objectives.
- Develop strategic plan, manage master schedule, short and long term plan and 100 day work plans for CRIDA and provide technical assistance in developing plans at divisional, departmental and individual level.
- Establish a proper monitoring, evaluation and controlling system for overall performance of CRIDA.
- Prepare project Work Breakdown Structure and define construction level activities, prepare activity network diagrams and define critical paths.
- Monitor and update the work progress and generate progress reports from the schedule
- Meet with Contractor as required in development of baseline schedule, monthly updates and recovery schedules.
- Identify and communicate significant schedule risks to Staff and responsible Division personnel.
- Utilize Primavera P6/Microsoft Project scheduling software to update and document schedule performance
- Support Project Management on Project Schedule (detailing Engineering, Supply, Shipping, Installation and Commissioning) and contract related schedule coordination
- Any other tasks assigned by senior manager.

Planning and Reporting Tasks

Specific and key accountabilities and responsibilities outlined as below.

- Acts as focal point between divisions inside CRIDA, Stakeholders and the monitoring bodies in planning stage.
- Develop and Track schedule of each divisions/departments.
- Prepare Monthly, Quarter and Annual reports of each divisions.
- Gathers relevant statistical data and drafts reports on issues such as performance and progress of activities by each divisions.
- Prepare Baseline schedule and annual schedules for CRIDA planned activities.
- Prepare reports for Monitoring bodies based on their formats including but not limited to the MoF, MoEC, AoP...
- Develop initiatives for better planning and cohesion inside CRIDA in line with horizontal management principles.

- Supervises and assist other planning personnel, such developers and project management division.
- Sets goals, policies, and procedures for projects.
- Communicates with other managers, supervisors, and colleagues throughout project.
- Performs surveys and field studies for better planning and reporting.

Qualifications:

- Bachelor/Master degree in Civil Engineering, or any other related field

Experience/Personal skills:

- Minimum 5 years experiences related project Planning and Management;
- Proficiency in developing, resource loading, analyzing and reporting on project schedules
- Proficiency in Primavera P6/MS project scheduling is must
- Understanding of Earned Value management System principles and applications.
- Experience in national and international Projects' contracts/scheduling.
- Ability to develop and provide project status presentations to senior leaders
- Ability to identify and forecast scheduling trends
- Provide recommendations to mitigate risks to program schedule
- General knowledge of construction means and methods
- Good organization and communication skills.
- Bachelor's degree in Construction Management or Engineering required, master degree is a plus point.
- Proficiency in English language.
- Good knowledge of computer programming MS Office (word, excel, and Access)

Applications:

To apply for the above position, please email your application, together with an update CV before 3rd May, 2017.

Human Resources Department
 Capital Region Independent Development Authority (CRIDA)
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CRIDA will not be able to respond to inquiries about application status and will only contact short-listed candidates.