



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



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: Planning and Scheduling Technical Officer
Project Title: Capital Region Independent Development Authority (CRIDA)
Duty Station: Kabul- Afghanistan
Announce Date: 28/08/2017
Closing Date: 08/09/2017
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 a **Planning and Scheduling Technical Officer** responsible for short and long range project planning and scheduling while supervising assigned professionals, technical team members from divisions and independent department. He/she will assigning work, organizing and directing the timely completion of complex reports and coordinate it with CRIDA stakeholders.

Reporting Line:

The Planning and Scheduling Technical Officer will report directly to the Policy and Planning Deputy/Director

Duties/Responsibilities:

- Establish a suitable mechanism, project tracking system and database to monitor activities carried out by divisions and departments to ensure effective performance.
- Prepare Baseline schedule and annual schedules for CRIDA's planned activities.
- Prepare accurate and realistic project schedules, define milestones, deliverables, constraints and deadlines according to the project nature and objectives.
- Gathers relevant project data and drafts reports on issues such as performance and progress of activities by each division.
- Perform progress analysis (Reviewing and critiquing the monthly updates to the schedule).
- Performs surveys and field studies for better planning and reporting.
- Provide technical support to the planning and scheduling manager with preparing reports.
- Monitor and update the work progress and generate progress reports from the schedule.
- Proactively manage changes in project scope, ensure that any change to the project scope is documented and approved
- Monitor long-term, medium-term and short-term plans of other divisions/departments, and generate reports on their performance.
- Any other tasks assigned by senior manager.

Qualifications:

- Bachelor Degree in Civil Engineering, Construction Management or any other related field
- Minimum of 3 years experiences related to project planning and management;
- Proficiency in Primavera P6/MS project scheduling is must
- Experience in national and international Projects' contracts/scheduling.
- Good knowledge of computer programming MS Office (word, excel, and Access)

Personal skills:

- General knowledge of construction means and methods
- Ability to identify and forecast scheduling trends
- Proficiency in the English language, as well as in national languages.
- Ability to develop and provide project status presentations to senior leaders
- Demonstrate strong interpersonal, communication and presentation skills.
- Independent worker who is able to work well with minimal supervision.

Applications:

To apply for the above position, please email your application, together with an update CV before 8th Sep, 2017 to:

Human Resources Department
Capital Region Independent Development Authority (CRIDA)
House #214, Street #4, 4th Precinct
Solh Road, Ansari 1st Stree, Haji Yaqoob Square, Share-Naw

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.