



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: Policy Manager

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 08/05/2017

Closing Date: 17/05/2017

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 Policy Manager to play active role in Plan and Policy Division and contribute in managing and preparation of multidisciplinary, Tasks for achieving the strategic goals of CRIDA on objective basis.

Reporting Line: The Policy Manager will report directly to the Director of Policy and Planning.

Duties/Responsibilities:

Under the guidance and supervision of Chief of Staff, the overall purpose of the assignment is developing a comprehensive policy framework, mainstreaming CRIDA's policy, specific activities may include but not limited to;

- Provide guidance and support to CRIDA's divisions and departments for formulating and revisiting sub-sectorial policies.
- Oversight and evaluate activities undertaken by divisions and department and individual employee in consistent with framed policy and plan to ensure sound and sustainable process are followed.
- Contribute to the establishment of protocols and mechanisms that enhance intergovernmental relations
- Assume leadership within CRIDA for the development of holistic policies for CRIDA, in collaboration with relevant divisions and departments in support of CRIDA's priorities and key functions.
- Develop and implement capacity development programs for staff of the Planning and Policy department and other departments if necessary, and implement reforms necessary for effective and efficient performance.
- Guide CRIDA to conduct interdepartmental communication and coordination regarding policy and planning functions.
- Review and enhance CRIDA's strategic plan in coordination with all divisions and departments and define key priority areas.
- Any other tasks given by direct supervisor or top management
- These terms of reference may be revised subject to operational needs.

Qualifications:

- Bachelor's degree in public administration, Policy & Planning, Engineering, and Business Administration, government studies or a related field is minimum requirement.
- Master's degree in a relevant field is preferred.
- Specialized and certified training in policy and/or planning is preferred.

Experience/Personal skills:

- Five years of professional work experience with at least three years of relevant experience in policy and/or planning is required.
- Possess strong interpersonal skills
- Strong verbal and written communication skills
- 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 17th 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.