



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: Procurement Specialist

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 02/04/2017

Closing Date: 12/04/2017

Duration: one 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 make 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 Procurement specialist to play active role in Finance & Procurement and contribute in managing and preparation of multidisciplinary Financial & procurement Tasks for achieving the strategic goals of CRIDA on objective basis.

Reporting Line:

The Procurement specialist will directly reporting to the Finance and Procurement Director.

Duties/Responsibilities:

1. Prepare and initiate road map for monitoring and managing all planned procurements as scheduled by the Capital Region Independent Development Authority (CRIDA). The system would cover all type of procurements; goods, works, Non-consultancy and consultancy procurement;
2. Prepare specific manuals, guidelines and other relevant documents to help the team for easy monitoring and evaluating the procurement process;
3. Plan, document, lead and monitor implementation step by step current regulations and procedures of NPA for all type of projects;
4. Promote usage of Standard Bidding Documents for any type of procurement and periodically observation of on ongoing projects to ensure consistency and compliance with prescribed Law, Guidelines, Policies and Procedures.
5. Consolidate bidding documents for all type of projects in accordance with existing laws, and procedures of NPA.
6. Provide supportive professional advice on decision making issues, problems and concerns relating to procurement and contract administration to ensure effective and efficient support for the implementation, monitoring, and acceptance of procurement and contract;
7. Prepare, amend and revising procurement and monitoring plan periodically and conditionally;
8. Monitoring and evaluation all procurement process from the date commencement till its completion as; receiving the sealed offers, its preservation in a safe place until Bid Opening day in front of all bidders;
9. Coordinate and participate in the pre-bid meeting, bid opening and other relevant tasks and ensuring all stages are parallel with existing laws and regulations of IRA;
10. Liaise and develop close coordination with National Procurement Authority, circulating necessary data periodically and as per their request;
11. Liaise with Finance Dept., Project Management dept. time by time for updating project status individually;
12. Develop tracking sheets and monitoring different procurement steps for all type of projects.
13. Ensure contract delivery is achieved to the required standard and according to the contract terms and conditions in order to achieve the objectives of the CRIDA's and Development policies of IRA;
14. Over all pre-evaluations and verifications of relevant files of goods, consultant and non – consultant services and works.
15. Prepare monthly, quarterly and annual progress report for planned, in progress, and detained projects in details;
16. Plan, monitor and implement other necessary tasks as and when required;
17. Updating top management periodically and as per demand;

Qualifications:

- Bachelor degree in business administration, economics, financial management or related field.
- Minimum Five (5) years' experience in procurement of goods, services and works of large-scale procurement and at least two (2) years practical experience in the government of Afghanistan procurement system.
- Good understanding of national and international standards, norms and practices associated with large-scale procurement and contract processes.
- Familiar with civil works and consultancy Services procurement.
- Ability to identify changes and improvements to procurement procedures to reflect project's changing requirements
- Ability to initiate and promote the function of procumbent and its' administration tasks
- having business oral and written communication skills
- Knowledge of computer based systems including, Excel, Word, Microsoft Office or equivalent packages.
- Be proactive, a self-starter and ability to work without supervision

Competencies/Personal skills:

- Ability to deal with employees' with diplomacy and disciplinary.
- Fluency in English language, Must speak, write and completely understanding official languages:(Dari/Pashto),
- Having procurement and contract management trainings would be asset,
- Familiarity and well understanding Afghanistan procumbent law and procedures,
- Ability to provide expert guidance to technical teams in developing and updating contract management plans.
- Ability to meet deadlines and allocate and review priorities.
- High flexibilities of working environment and personal life.
- Having skills & experience of report preparation and documents in a systematic ways of filling management.

Applications:

To apply for the above position, please email your application, together with an update CV before 12th April, 2017.

Human Resources Department
Capital Region Independent Development Authority (CRIDA)
Haji Yaqoob Square, Solh Road, Ansari 1st Street, House # 214, 4th Precinct,
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CRIDA will not be able to respond to inquiries about application status and will only contact short-listed candidates.