

TERMS OF REFERENCE

Title of Post:	Program Officer
Project Title:	Dehsabz City Development Authority (DCDA)
Duty Station:	Kabul- Afghanistan
Announce Date:	10/01/2016
Closing Date:	20/01/2016
Duration:	One year

DCDA Background:

In 2006, the President of Afghanistan established an Independent Board for the development of a new city in the Dehsabz area of Kabul. The Board now consists of H.E Advisor to the President on construction, Power, Mines and water affairs as acting chairperson of the Board, H.E. Minister of Finance, Minister of Economy, Minister of Interior, Minister of Urban Development Affairs, Minister of Agriculture, Irrigation and Livestock, Director General of IDLG, Kabul Mayor, Afghanistan Independent Land Authority (ARAZI), Afghanistan Chamber of Commerce and Industry (ACCI) as the leading private sector representatives, urban planning specialists and Kabul Governor (attends as guest) are the members of the Kabul New City Board.

As a national priority, the Board formed the Dehsabz City Development Authority (DCDA) in late 2006 as its authoritative and implementing body for New Kabul City Master Plan. The DCDA was tasked to pave the way, through mostly private sector-led activities, for the administration, design, documentation, marketing, implementation and maintenance of this exciting new economic hub for Afghanistan and the region.

A number of European companies specializing in urban design, water management, and sustainable environment and landscaping, business strategies and energy resource management were commissioned to develop the conceptual master plan for the new city. Preliminary conceptual designs, initial feasibility, technical and economic impact studies and a 1:20000 model of future city were complete. With the assistance of Japan International Cooperation Agency (JICA), the master plan of the New City is now complete and endorsed by the Afghan Cabinet. The project is now moving into the implementation phases and enjoys growing support from the national and international private sector as well as government agencies.

DCDA as an implementing organization for Kabul New City is operating with a top level of professionalism. All DCDA staff are recruited in a highly competitive manner. It aims to build its capacity for implementation phase of the new city.

The DCDA is now looking for a Program Officer to meet its current and future Corporate Functions of the office of CEO.

Reporting Structure:

The Program Officer will report directly to the Chief of Staff (CoS) of DCDA.

Duties/Responsibilities:

- Support the coordination of the work under policies of DCDA with current and potential partners, consultants, and stakeholders.
- Draft strategic and working documents
- Make the necessary preparations and participate in relevant inter-organizational, government, donor meetings with CEO.
- Take the responsibility of the CEO office's communication with other stakeholders
- Record the minutes of CEO and CoS meetings
- Make follow up of the activities with all divisions and departments of DCDA and report to chief of staff
- Handling of Activity list, letters follow up list, Donors activity list, reports list etc. with the divisions and departments of DCDA.
- Assist the HR activities related of the CEO office of DCDA.
- Undertake missions, as needed for the program's purposes.
- Perform any other program related tasks assigned from time to time by the CoS or CEO.
- Manage the elements of the double approval process for project elements are which the DCDA needs to be involved.
- Work on new policy initiatives, to expand and develop the scope of the DCDA program.
- Develop program initiatives that are consistent with strategic plan.
- Provide support, when requested, for all DCDA activities.
- Translating official documents for ministries from English to Dari, Pashto and vice versa.
- Design and execute program monitoring methods for DCDA activities.

Qualifications:

- Bachelor's degree/ graduated degree business administration/management, program/project management, policy or any other related fields. Master Degree is preferred.
- Extensive communication skills, both orally and written in Dari, Pashto and English. Significant skills in organization, analyzing, presenting data, reaching conclusions and developing recommendations.
- 5 years of experience in related field
- Should have experience in translating official documents in Dari, Pashto and English.
- Ability to establish and maintain affective working relationship with a wide range of individuals Motivated and results oriented.
- Excellent working experience with computer programs, such Ms. Office package etc.
- Technical Engineering knowledge and experience is preferred.

Applications:

To apply for the above position, please email your application, together with an update CV before 20th Jan 2016.

Human Resources Department
Dehsabz City Development Authority (DCDA)
House #4, Street #6, 10th Precinct
Qala-e- Fathullah Khan
Kabul, Islamic Republic of Afghanistan

Email: jobs@dcda.gov.af
CC: mraza.nayeel@dcda.gov.af

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