



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/2016/000)/xxx

TERMS OF REFERENCE

Title of Post: Project Control Officer

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul - Afghanistan

Announce Date: 18/09/2016

Closing Date: 28/09/2016

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 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 Project Control Officer will report directly to the Project Manager or PM Director.

Duties/Responsibilities:

Specific and key accountabilities and responsibilities outlined as below:

- Prepare accurate and realistic project schedules and define milestones, deliverables, constraints and deadlines according to the project nature and objectives
- 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
- Develop and manage manpower loaded schedules for large complex projects involving full turnkey installation
- Meet with Contractor as required in development of baseline schedule, monthly updates and recovery schedules
- Identify and communicate significant schedule risks to Staff and appropriate Division personnel
- Utilize Earned Value Management System (EVMS) Principles and experience to develop Work Breakdown Structures and work with project staff to facilitate development of the project schedule.
- Use the cost loaded schedule as the basis of billings.
- Utilize Primavera P6/Microsoft Project scheduling software to update and document schedule performance
- Monitor Project Milestones, lead and participate in open-up, project progress and close down meetings
- Support Project Management on Project Schedule (detailing Engineering, Supply, Shipping, Installation and Commissioning) and contract related schedule coordination
- Analyze delivery impacts, time extensions, claims, etc. through the use of schedule fragments
- Interact with project manager in schedule reviews, claims analysis, etc. Perform cash flow projections / analysis on a monthly basis
- Perform manpower projections / analysis
- Participate in Division training seminars

Qualifications:

- Bachelor/Master degree in Civil Engineering, or any other related field
- Minimum 5 years experiences related project 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
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- Ability to identify and forecast scheduling trends
- Provide recommendations to mitigate risks to program schedule
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- General knowledge of construction means and methods
- Good organization and communication skills.
- Ability to positively manage conflict
- Bachelor's degree in Construction Management or Engineering required, master degree is a plus point.
- English proficiency
- 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 28th September 2016.

Human Resources Department
Capital Region Independent Development Authority (CRIDA)
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Qala-e- Fathullah Khan
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.