



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/2018/000)/xxx

## TERMS OF REFERENCE

**Organization: Capital Region Independent Development Authority (CRIDA)**

**Title of Post: Project Manager/ Maidan-e-Shahr Economic Zone Manager**

**Duty Station: Kabul- Afghanistan**

**No. of Position: 1**

**Announce Date: 05/05/2018**

**Closing Date: 15/05/2018**

**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 km<sup>2</sup>. 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 region that is clean, environmentally friendly, cultured with booming industries and commerce, sports and tourism and ultimately metropolitan cities that is self-reliant and sustainable, cities that have infrastructures 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 economic and 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 planning to develop Wardak economic zone, and require **Project Manager** to lead the project. whom will play active role in management and implementation of the projects for achieving the strategic goals of CRIDA on objective basis.

**Reporting Line:**

These Project Manager's will report directly to the Director of Economic zone development program in CRIDA

**Duties/Responsibilities:**

- Prepare or support the “Strategic Development Plan” for Maidan Shahr Economic Zones Development in coordination with relevant stakeholders especially the Maidan Shahr Governor office and relevant Government authorities.
- Collect data, Perform and review research work in related field, and struggle for innovative ideas and find adaptable global experience.
- Prepare detailed action plan/ project implementation plans (Weekly, Monthly, Annual or as needed)
- Assist in preparing development plans for the development of the economic zone with close coordination of urban planners, architects, agriculture economists and other technical staff.
- Integrate infrastructure planning concepts in preparation of Development Plans
- Assist in preparation of methods, manuals, tools, guidelines, standards and processes for the development of economic zone in order to guide and promote sustainable development concepts
- Under the guidance of Economic Zone Development program director, serves as a representative of CRIDA at meetings, presentations, and public hearings/reviews relative to assigned projects
- Monitor and review plans and implementation of Projects of mention economic zone.
- Participate in review and improvement of technical documents and drawings such as development plans of economic recreational zone
- Under guidance of Economic zone development program Director, coordinate the activities of economic zones with other divisions and departments of CRIDA
- Preparation of comprehensive technical and meeting reports
- Monitor and Evaluate all task given to staff in other division, which is indirectly reporting to project manager.
- Responsible from planning till hand over of the projects.
- Understanding of overall land development concepts, developmental trends and priorities.
- Coordinate and facilitate land title acquisition for project to include but not limited to site selection and feasibility assessment, coordination with independent land authority and other relevant Government organization.
- Assist in preparing projects feasibility assessment, ESIA and other technical documents related to the economic zone.
- Prepare progress reports, presentation, ToR's, and other project related documents.
- Performs other duties as assigned

## Qualifications:

- Master Degree in field of management, strategic planning, development management or other related field is highly preferable. Bachelor in related field (Management or engineering) is required.

## Experience/Personal skills:

- Minimum 7 years of experience with bachelor degree or 4 year of experience with master's degree in the field of planning, development and project management
- Previous experience in planning, development and project management
- Demonstrated experience in the management and supervision of staff.
- Ability of having organization development and project management
- Ability to conduct economic and environmental justification of the land development
- Ability to conduct technical meetings with other divisions of CRIDA and be able to participate in the meetings with donors and developers
- Having skill of team player and transferring knowledge are essential.
- The person must be able to work independently and without constant supervision
- Good communication skills are essential to ensure cohesion with other members of the CRIDA technical team
- Ability to meet deadlines, ability to allocate and review priorities
- Must have strong analytical skills of planning, design and implementation

## Applications:

To apply for the above position, please email your application, together with an update CV before 15th May, 2018.

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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.