



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/OC/Dept/Sub Dept	/TOR/(CRIDA/OC/2017/000)/xxx

TERMS OF REFERENCE

Title of Post: Protocol Officer / مسؤل تشریفات

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 06/02/2017

Closing Date: 13/02/2017

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 7,735 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 a Protocol Officer to play active role for CEO Office and the organization as a whole and contribute in managing and preparation of multidisciplinary protocol and etiquette related tasks for achieving the strategic goals of CRIDA on objective basis.

Reporting Line:

The Protocol Officer will be reporting directly to the Chief of Staff/ Office of CEO

Duties/Responsibilities:

- To proactively plan, organize and timely and efficiently execute all the arrangements for every internal and external meeting, event, conference and site visit in which the CEO and other high official of the organization is involved, and make sure that all arrangements are based on governmental protocols, national and international business ethics and codes, including but not limited to;
 - Pre-meeting arrangements (invitation, transportation, addressing, etc.)
 - Meeting rooms arrangements (sitting, agenda, material distribution, tag names, equipment, etc.)
 - Reception (receiving the participants, guests, and guiding to meeting rooms)
 - During meeting facilitation (refreshments and etc.)
 - Post meeting facilitation (Thanksgiving, accompanying guest etc.)
- Take all necessary preparation and communicate proactively with officials of other organizations before the CEO and other high officials' visit and participation and would accompany them accordingly for proper facilitation.
- Responsible to receive, host, manage and guide all the guests, visitors, clients and customers of CRIDA including but not limited to high ranked governmental officials, national and internationals, public, medias, land owners, developers, contractors and etc.
- Plan, arrange and execute all necessary requirements for the CEO's local and oversea travels such as visa processing, hotel bookings, pick and drop to/from airport etc.
- Build and maintain good relation and proper communication with protocol/reception/security departments and staff of other organizations, embassies, airport and terminal, associations, hotels etc.
- Train, advise and instruct the concerned staff such as guards, office cleaner, kitchen staff and drivers on how to well behave with various categories of the visitors and officials.
- Overseeing that all the protocol and national and international business codes and ethics are observed and maintained by all staff throughout the meetings and events.
- To work for long hours normally (8-11 hours) and occasionally on weekends - to be present before the arrival of the CEO to office and stay until the CEO leaves the office.
- To showcase expert skills, behavior, hospitality, diligence and soundness throughout the duty.
- To perform any other related tasks to be assigned by office of CEO.

Qualifications and Experience:

- Bachelor in International Relations, hosting and customer management, Social Science, Public Policy or any related field.
- Minimum of 5 years relevant experience (preferably with high ranked governmental authorities)
- Good computer skills are required (Ms. Office)

Experience/Personal skills:

- Excellent communicators with impeccable personal appearance and conduct.
- Good oral and written skills in local languages (Pashto and Dari) as well as English
- Diligent and enthusiastic, reliable, willing to work long hours.
- Be patients, calm and composed, committed, diplomatic and tactful.
- Proactive, disciplined, and well mannered

- Able to handle situations and visitors
- Able to work with people at different levels and in a dynamic environment;
- Ability to work effectively in a multi-ethnic and multi-cultural environment;

Applications:

To apply for the above position, please email your application, together with an update CV before 13 Feb, 2017.

Human Resources Department

Capital Region Independent Development Authority (CRIDA)

House #4, Street #6, 10th Precinct

Qala-e- Fathullah Khan

Kabul, Islamic Republic of Afghanistan

Email: jobs@crida.gov.af

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