



جمهوری اسلامی افغانستان  
بورد مستقل انکشاف شهر جدید کابل  
اداره انکشاف شهر جدید کابل (دهسبز و باریک آب)



## TERMS OF REFERENCE

<b>Title of Post:</b>	<b>Receptionist</b>
<b>Project Title:</b>	<b>Dehsabz - Barikab City Development Authority (DCDA)</b>
<b>Number of positions</b>	
<b>Duty Station:</b>	<b>Kabul- Afghanistan</b>
<b>Announce Date:</b>	<b>17/05/2016</b>
<b>Closing Date:</b>	<b>23/05/2016</b>
<b>Duration:</b>	<b>One year extendable</b>

### 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.

DCDA is currently looking for a Receptionist to play active role in urban planning division and contribute in managing and preparation of multidisciplinary urban plans and designs for achieving the strategic goals of KNC on objective basis.

### Reporting Line:

The Receptionist will report directly to the Chief of Staff of the DCDA

## **Duties/Responsibilities:**

Main Duties and Responsibilities:

- To manage visitors, guests and customers of DCDA and ensure proper registration at the gate
- Receiving the guests/customers with courtesy and arrange meetings with the concern Divisions/departments or designated staff whenever needed.
- Collect and compile the customers' applications, required documents and guiding them through the process.
- To communicate and follow up with customers regarding their application process.
- To maintain and improve the employee attendance sheet, sign in and sign out form and maintain the record of visitors, guests and customers application in a proper database.
- To update the Chief of Staff/Administration Division from sign in & sign out of individual employees, guests/visitors and produce registration summary report.
- Maintaining appropriate logs and chronological files of all reception related documents.
- Answering all the incoming calls and provide possible services internally.
- Collect and compile the incoming and outgoing letters and applications and submit to Archive office.
- Compiling all the different newspapers and ensuring that they are reached to concern divisions/departments.
- Conduct proper communication with DCDA staff, guests and customers.
- Other duties as assigned by direct supervisor.

## **Qualifications and Experience:**

- High School graduate with preference to Bachelor degree in BBA, BBM, Sociology or related field;
- 2-4 years experiences in the relevant field
- Good oral and written skills in Dari, Pashto and English languages;
- Diligent and enthusiastic, willing to work long hours and under pressure;
- Excellent computer skills are required (Ms. Word, Ms. Excel and Ms. Power point )
- Proven ability and knowledge of modern office procedures
- Frequent interaction and contact with local government and non-government officials
- Ability to be a good team-player, to manage and function within a diverse multiethnic and multicultural working environment
- Be honest, tactful and possess good interpersonal characteristics

## **Applications:**

To apply for the above position, please email your application, together with an update CV before 23<sup>rd</sup> May, 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](mailto:jobs@dcda.gov.af)  
CC: [mrza.nayeel@dcda.gov.af](mailto:mrza.nayeel@dcda.gov.af)

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