



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/2017/000)/xxx

TERMS OF REFERENCE

Title of Post: Contractual Management Manager

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 12/03/2017

Closing Date: 20/03/2017

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 Contractual Management Manager to play active role in Finance & Procurement Directorate and contribute in managing and preparation of multidisciplinary Financial & procurement Tasks for achieving the strategic goals of CRIDA on objective basis.

Reporting Line:

The contractual Management Manager will directly reporting to the Finance & Procurement Director.

Duties/Responsibilities:

1. Design and implement a system for the effective management of all contracts entered by the Capital Region Independent Development Authority (CRIDA). This system is to include all goods, works, Non-consultancy and consultancy contracts.
2. Review all contractual files for procurement requiring prior review (i.e. considering the Afghanistan-Procurement law, procedures, and manuals .etc..) approvals and ensure such project files are documented both in hard and soft copies in an easily-referenced, central system.
3. Prepare bids, assist in evaluation of bids and proposals, assist in contract negotiations, and issue purchase orders in accordance with Afghan Government Procurement policy and regulations.
4. Establish and maintain constant communication with contractors to ensure that the contracts' life cycle is in compliance with Afghan Government Procurement policies & procedures.
5. Ensures that all pre-award contractual phases are completed prior to mobilization of the contractor;
6. Check supporting documents of contractors and ensure their compliance with the rules and regulations of Afghan Procurement law before payment is made
7. Ensure that Variation Order (VO) and/or Change Orders (CO) are issued in a timely manner;
8. Ensure that construction schedules are regularly monitored;
9. Maintain accurate financial documentations for all contractors adhering to Afghan financial compliance protocols, ensuring that all contract transactions are completed in a timely manner.
10. Issue periodic notice to the contractor in cases where the performance progress is not in line with the schedule agreed to in the contract and advise the consultant and the technical team regarding poor performance;
11. Ensure that time extension are issued before the contractual completion dates;
12. Ensure the consultancies/suppliers have deployed the requisite machinery and manpower as required in the RFP,SBD and bid documents and the contracts;
13. Issue periodic notice to the consultants/suppliers in cases where the performance progress is not in line with the schedule agreed to in the contract and advise the Employer and the Supervisor regarding poor performance;
14. Maintain a database of geo-referenced photographs of work progress from start to completion;
15. Strong, effective and close coordination with relevant departments/units; Finance, Procurement, Technical and as well as with consultancies/suppliers.
16. Maintain physical and financial progress of each contract;

Qualifications:

- Master degree in business administration, economics, financial management or related field.
- Minimum Five (5) years' experience in contract management of large-scale procurement of goods, services and constructions and at least two (2) years practical experience in the government of Afghanistan procurement system.
- Good understanding of national and international standards, norms and practices associated with large-scale procurement and contract processes.
- Familiar with Civil Works and Consultancy Services contract management procedures.
- Ability to identify changes and improvements to contract procedures to reflect project's changing requirements

- Ability to initiate and promote the function of contract administration
- having business oral and written communication skills
- Knowledge of computer based systems including, Excel, Word, Microsoft Office or equivalent packages.
- Be proactive, a self-starter and ability to work without supervision
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Competencies/Personal skills:

- Ability to deal with employees' with diplomacy and disciplinary.
- Fluency in English language, Must speak, write and completely understanding official languages:(Dari/Pashto),
- Familiarity with data management and reporting is highly desirable
- Ability to provide expert guidance to technical teams in developing and updating contract management plans.
- Ability to meet deadlines and allocate and review priorities.
- High flexibilities of working environment and personal life.
- Having skills & experience of report preparation and documents in a systematic ways of filling management.
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Applications:

To apply for the above position, please email your application, together with an update CV before 20th March, 2017.

Human Resources Department
 Capital Region Independent Development Authority (CRIDA)
 Haji Yaqoob Square, Solh Road, Ansari 1st Street, House # 214, 4th Precinct,
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CRIDA will not be able to respond to inquiries about application status and will only contact short-listed candidates.