



Islamic Republic of Afghanistan
Capital Region Independent Development Authority
Investment Regulation 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	/TOR/(CRIDA/AD/2016/000)/xxx

Title of Post: Technical Administrator

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 12/03/2017

Closing Date: 21/03/2017

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 Technical Administrator to play active role in Investment Regulation Division and contribute in managing and preparation of multidisciplinary Technical, Tasks for achieving the strategic goals of CRIDA on objective basis.

Reporting Line:

The Technical Administrator will directly Reporting to Private Investment Senior Manager and IR Director

Duties/Responsibilities:

- Prepare land use plans, drawings, maps and other necessary technical data in close coordination of relevant divisions;
- Preparation and coordination of technical data for projects on both Gov. or private lands;
- GPS coordinates cross checking with existing Master Plan and land use maps of the Capital Region;
- Identify boundaries of lands for any type projects to be developed on Govt. Land;
- Assist in preparation, review and consolidation of Technical Parts of concept notes, RFPs and contracts for private sector projects;
- Assist in operation of the technical Secretariat for evaluation, pre-negotiation and contract negotiation process while preparing technical minutes of the discussions;
- Incorporation and consolidation of results of the technical evaluation or negotiation in the final contract document;
- Prepare plans, schedules, agendas, and other relevant task for conducting related meetings and events
- Assistance in conducting the relevant events such as; Contract Award Ceremony, work commencement and etc,
- Assist in reviewing the submitted technical plans of private potential investors with close coordination of related Divisions while overseeing the NTP Award process;
- Prepare and update time-base schedules for development of projects individually;
- Assist in preparation of work plan and progress report monthly, quarterly and annual reports;
- Participate in the technical meetings in-between private sectors and inner relevant technical division and prepare its minute;
- Prepare technical database for filling relevant technical documents of the Division and in particular, of relevant projects individually;
- Perform any other duty assigned by the Senior Investment Manager and the IR Director

Qualification:

- Bachelors in the field of Civil Engineering;
- Additional education in economics and commerce is an asset.
- Full Knowledge of **Scheduling, CAD** and **GIS** software (i.e. MS Project, AutoCAD, etc.)
- Ability to research compliance issues, applicable regulations and laws, and formulate recommendations to management
- Effective communicator both orally and in writing; strong analytical skills, strong interpersonal skill
- Ability to meet the deadlines

Skills:

- Professionalism in all aspects of work and life
- Well-developed planning, organizational development and business skills.
- Additional education in economics, commerce and legal
- Skills in planning, problem identification and solution.
- Exceptional interpersonal skills.
- Ability to work in a fast pace and deadline driven environment
- High degree of flexibility in work and personal life.
- Demonstrated ability to communicate with persons of various cultures and disciplines.
- Excellent oral and written communication skills of English, Dari/Pashto are strongly desired.

Experience:

More than 3 years of experience is preferred including commercial and technical background and in addition:

- Experience in construction regulation and municipal services
- Experience in the Urban Development will be highly preferable.
- Demonstrated experience in understanding of business plans and the operational strategies for commercial opportunities.
- Proven experience in the design and production of technical project documents.
- Demonstrated experience in supervision of staff.

Applications:

To apply for the above position, please email your application, together with an update CV before 21st March, 2017.

Human Resources Department
 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.