



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/2017/000)/xxx

TERMS OF REFERENCE

Title of Post: Technical Policy Officer

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 28/08/2017

Closing Date: 09/09/2017

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 7735 km². 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 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 technical policy officer to design and develop technical polices and monitor their implementation through establishment of related monitoring mechanism. He/She shall also take part in development of related guidelines and procedure for the policy implementation.

Reporting Line:

The technical policy officer will be reporting to policy manager and Deputy/Director of Plan & Policy.

Duties/Responsibilities:

- Prepare related monthly, quarterly and annual work plans;
- Draft CRIDA's technical policies in close coordination with related technical directorates and departments;
- Provide necessary advises and cooperate with relevant technical directorates and departments in development of realistic technical policies;
- Maintain a responsive and good business relationship between plan & policy and related technical directorates and departments in order to receive their full supports while drafting technical policies;
- Coordinate and participate in drafting the procedures based on the proposed policies guidance;
- Develop a database to maintain and follow up the technical policies implication process;
- Monitor the technical policies implications and report its status to the plan and policy directorate;
- Evaluate the strength and weaknesses of the technical policies periodically;
- Take necessary measures to determine the weaknesses of the proposed policies and provide necessary suggestions to revise and amend policies;
- Report monthly, quarterly and annual bases and prepare a sophisticated work plan to streamline the work process; and
- Perform all other activities relevant to the job description, or as directed by the authorities.

Qualifications:

- The candidate should have at least a Bachelor Degree in Public Policy, Political Science, Policy Development, and Civil Engineering, construction management or any other relevant field. Candidates having Master Degrees will be Preferred.
- The candidate should have minimum of 4 years experiences related to technical policy making and management
- The candidate should be fully aware of the Afghanistan laws and regulations related to the urban planning, municipalities, environment, engineering codes, and standards.

Skills and Competencies:

- The candidate should be fluent in writing and speaking of English, Dari and Pashtu languages.
- The candidate should demonstrate strong interpersonal, communication and presentation skills.
- The candidate should also have strong analytical skills and be resourceful, initiative and mature in judgment and understanding while analyzing and preparing several technical policies.
- The candidate must be flexible in working until late and work out of desk if necessary.

Applications:

To apply for the above position, please email your application, together with an update CV before 9th Sep, 2017 to:

Human Resources Department
Capital Region Independent Development Authority (CRIDA)
House #214, Street #4, 4th Precinct
Solh Road, Ansari 1st Street, Haji Yaqoob Square, Share-Naw
Kabul, Islamic Republic of Afghanistan
Email: jobs@crida.gov.af
CC: mraza.nayeel@crida.gov.af

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