



Islamic Republic of Afghanistan
Capital Region Independent Development Authority
Chief of Staff



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: Publication Manager

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 13/05/2017

Closing Date: 22/05/2017

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 7,735 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 Publication Manager to play active role in directorate of relations & documentations and contribute in managing and preparation of multidisciplinary publication related tasks for achieving the strategic goals of CRIDA on objective basis.

Reporting Line:

The publication Manager will be reporting directly to director of relations & documentations of CRIDA.

Duties/Responsibilities:

- Developing long terms publication plan according to main objectives and strategy of the organization;
- Administrate and organize all related tasks of publication according to the main Objectives and policy of the organization.
- Providing clients with information about new promotional opportunities;
- Analyzing media coverage;
- Designing, writing and/or producing presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and promotional videos;
- Publishing of monthly publication with both electronic and hard versions;
- Arrangement of monthly, quarterly and annual reports and when needed for the top level management because of their awareness about the improvements in operations and achievements of the related sections;
- Establishing library with both hard and soft formats;
- Establishing standards and norms for developing templates for official documents such as outgoing letters, requisition letters, inquiry letters, technical reports and etc.
- Extraction of reports from the related managers then analyzing and hand outing;
- Maintaining of relation and coordination with all the publication institutes to have awareness about the improvements in work and gaining experience;
- Strengthening and development of website and social media with the relevant articles, news, and other materials;
- Monitoring the implemented work plans and publication of all operations done by employees and analysis of the problems and hurdles of their performance;
- Performing any other tasks to be assigned by seniors;

Qualifications:

- Bachelor of Journalism, Literature or any other related field.
- Minimum 8 years of experience is required
- Excellent computer skills are required (Ms. Office)
- Excellent communicators with impeccable personal appearance and conduct.
- Good oral and written skills in our local languages (Pashto and Dari) as well as English
- It will be an advantage to speak multiple languages and must be familiar with the cultures and customs of many nations.

Experience/Personal skills:

- Knowledge and expertise in making and preparation of reports
- Represent the CRIDA effectively in meetings with others.
- Must have knowledge of Afghanistan's Constitution Laws;
- Must have technical knowledge of urban development and other related disciplines;
- Diligent and enthusiastic, willing to work long hours and under pressure;
- 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;
- The designing of publication materials will be consider as an asset;

Applications:

To apply for the above position, please email your application, together with an update CV before 22th May 2017.

Human Resources Department

Capital Region Independent Development Authority (CRIDA)

House #214, Ansari Street #1, 4th Precinct

Shahri-Naw, Haji Yaqob Square

Kabul, Islamic Republic of Afghanistan

Email: jobs@crida.gov.af

CC: mrza.nayeel@crida.gov.af

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