

Title	Admin & Logistic Associate (Bamyan)
Vacancy Number	VA - AFG/THRCP/NRA/MOT 155/2020
Ministry	Ministry of Transport (MOT)
Organization	Nation Road Authority (NRA)
Department	Trans Hindukush Road Connectivity Project (THRCP)
Duty Station	Afghanistan, Kabul
City	Kabul
Duration	1 year With Possibility of Extension
No of Jobs	1
Nationality	Afghan
Sex	Male/Female
Salary Range	According to NTA Salary Scale (C)
Announcing Date	28 – May – 2020
Closing Date	03– Jun– 2020
Job Type	Administrative
Shift	Full Time
Job Status	Sourcing
Experience	4 Years

Background:

Improving Afghanistan's infrastructure is essential for accelerating economic growth and poverty alleviation. Despite very significant investment during the past decade, the country requires much additional investment in transport infrastructure to ensure basic service delivery and enhance the quality of life of its growing population, and also to reduce constraints on market access, regional trade and economic growth. The functioning of Afghanistan's economy and the country's national integration depend to a large degree on reliable road connections across the Hindukush mountain range, which stretches from the northeast of Afghanistan to the center of the country and thereby establishes a physical barrier between the two key economic regions which are also the most highly populated areas.

The Government of Afghanistan has obtained funding of US\$ 250 million from the World Bank (International Development Association – IDA) to develop, fund and help manage a project to ensure reliable trans-Hindukush connectivity. This objective will achieve through (i) rehabilitation of the 86 km Salang Pass and development of the 152 km Baghlan to Bamyan (B2B) road to become a viable alternative to the Salang Pass, and (ii) to establish suitable arrangements for the management, maintenance and operation of those two roads. The objective of this project can only be achieved through an integral project which combines the above-mentioned elements.

The THRCP project is being delivered by a government led Project Management Team (PMT) and a new Construction Supervision Unit (CSU) has been set up to undertake site supervision of all associated contracts. In parallel, the client has also appointed an international Implementation Consultant (IC) team to provide advisory and support in delivering the project.

Purpose and Scope of Assignment:

Under the overall supervision and guidance of the Senior Regional Engineer the Administration and Finance Associate is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. He/she is responsible to manage the administrative and financial affairs of the office and provide efficient support to the Senior Regional Engineer.

Specific responsibilities and duties include but are not limited to.

Finance:

Under the supervision of the Senior Regional Engineer, responsible for the Financial management and reporting of the regional office, including the preparation of monthly expense report for works and non-works expenditure.

Prepare finance vouchers and disburse payments, based on authorized expenditures as per rules and regulations. Maintain accurate record of petty cash expenditure.

Responsible for the preparation and disbursement of the monthly payroll and staff salaries.

Prepare the monthly payroll for THRCP PMT - Training Allowance staff, in coordination with the HR Unit.

Ensuring issuance of invoices to THRCP/NRA/MOT and implementing cost-sharing agreement.

Administration/Logistics:

Responsible for managing HR administrative process and files, ensuring adherence to THRCP rules and regulations and complete HR personnel file documentation is maintained.

Responsible to register incoming and outgoing correspondence for the Regional Office and distribute accordingly.

Review and process administrative forms (Travel Authorization M9, DSA M13, Travel Expenditure, Leave Requests etc) for staffs, and obtain authorization from Senior Regional Engineer.

Monitor the daily attendance registration of MOT/NRA/THRCP staff.

Manage and supervise support staff; Drivers, cleaners, guards including identifying training needs and performing regular performance evaluations.

Logistics/Security:

Coordinate with Central IT and Logistics Office to ensure operational IT and communication systems are available and operational in the regional office.

Manage and coordinate office maintenance and supplies including the procurement of non-works items when required.

Coordinate with Central Procurement Office as required and needed, in relation to service contracts and procurement of items.

Manage transportation section, including monitoring vehicle log books, fuel usage and vehicle maintenance.

Responsible for updating and periodically checking the physically inventory of assets located at the regional office, coordinating with the Central Logistics office when required.

Ensure adherence to THRCP Security rules and regulations by drivers, guards and other staff.

Closely liaise with Security focal point and radio operations, ensuring operational communication equipment.

Other:

Provide advice to other staff on administration and finance rules and regulations.

Make recommendations to Senior Regional Engineer for improvements in relation to office management and in developing robust internal controls.

Perform any other duties as requested by Senior Management.

Monitoring and Progress Controls:

Accurate and on-time monthly financial reporting to the Senior Regional Engineer.
Effective management of transportation and logistical procedures and system.
Effective and efficient support to the Senior Regional Engineer.
Ad-hoc meetings with Senior Regional Engineer regarding progress of works.

Final Product:

Effective and efficient coordination and management of administrative, financial and operational issues in the regional office.

Qualifications and Experience:

Education

Bachelor's Degree in Business Administration, Management, Finance, Procurement, Logistics Management or another relevant field.

b. Work Experience:

At least 4 years work experience in administration, logistics, Finance or operations.
Previous UN experience and knowledge of Administration rules and regulations is highly desirable.
Experience working with Government of Afghanistan Ministries is highly desirable.

c. Key Competencies:

Excellent working knowledge of English, both written and verbal. Fluent in Dari/Pashto.
Previous experience of working in a system review/development for the project or office.
Microsoft Access or Financial software certification is desirable.
Excellent working knowledge of MS Office applications (Word, Excel, MS Project), email/internet.
Knowledge of project monitoring and management would be an asset.
Strong attention to detail.
Good communication (verbal and written) and strong interpersonal skills and ability to work in a team.
Be able to work in a challenging and demanding environment.
Be able to work in a multi-cultural environment

Required Documents:

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Master degree by Ministry of Higher Education
- Copy of verified Afghan ID Card (Tazkera)
- Copy of verified last Posting Contract
- Certificate's and Appreciation Letter's

Submission Guideline:

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae, via Email Address: vacancies@thrcp.gov.af. Kindly indicate the vacancy number (VA – AFG/THRCP - NRA/MOT 155/2020) and the post title (Re- Admin & Logistic Associate) in the subject line when applying by email.

Additional Considerations:

Applications received after the closing date will not be considered.

Only short-listed candidates will be notified
"Women are highly encouraged to apply"

Announcing Date **28 – May – 2020**

Closing Date **03 – Jun – 2020**

