

Kabul City Ring Road Project (KCRRP)

PMU Director-Terms of Reference (ToR)

Title	PMU Director
Vacancy Number	PMU01
Ministry	Ministry of Transport (MOT)
Organization	Nation Road Authority (NRA)
Department	Kabul City Ring Road Project (KCRRP)
Duty Station	Kabul - Afghanistan
City	Kabul
Duration	12 Months (3 Months' probation period)
No of Jobs	1
Nationality	Afghan
Sex	Male/Female
Salary Range	According to NTA Salary Scale
Announcing Date	01 – July – 2020
Closing Date	20 – July – 2020
Section/Unit	Engineering and Management Unit, KCRRP
Supervisor	MoT/NRA Management
Shift	Full Time
Job Status	Sourcing
Experience	8 Years

Background:

The Ministry of Transport/National Road Authority is implementing various projects in the Islamic Republic of Afghanistan. For implementation of the project which funded by Islamic Development Bank((IsDB) and Government of Afghanistan for Kabul Ring City Road Project (KCRRP) Section-one, with the length of 22km, Ministry of Transport/National Road Authority is hiring a qualified and experienced Project Management Unit (PMU) Director to handle the project implementation related tasks.

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Duties & Responsibilities:

Purpose of Job:

The PMU Director will be responsible for the overall management and implementation of the project, monitoring projects activities and progress, ensure that the works are implemented in accordance with the technical specifications specified the contract and interim road standards, interact with project parties, reporting to Ministry of Transport (MoT)/National Road Authority (NRA), authority and other related tasks specified in job responsibilities.

MoT/NRA wishes to recruit the following staff on contract basis for the PMU IsDB Funded project. The selected candidates may however, be required to work in other directorates of MoT/NRA, at the sole discretion of MoT/NRA. Applications along with detailed CV are invited from the interested candidates, who possess the required qualification and experience. Candidates having experience in implementation of project financed by the developing partners will be given preference.

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PMU Director-Terms of Reference (ToR)

MAIN DUTIES/RESPONSIBILITIES:

- ✓ The main responsibilities of the PMU Director will include but not limited to the followings:
- ✓ Monitoring the projects implementation, interact with the consultant and contractors on day to day basis concerning implementation and taking corrective measures.
- ✓ Review progress reports submitted by the contractor/consultant to assess that the projects are implementing based of schedule to avoid potential delays.
- ✓ Coordinate with projects donor, consultant, contractors, concerning any projects issues to be solved on time.
- ✓ Liaise with the provincial/local governments concerning implementation of the project to resolve any issues related to the project, contractors and consultant.
- ✓ Ensure that the works are implemented in accordance with the technical specifications specified the contract and interim road standards.
- ✓ Ensure that the supervision consultants perform in accordance with the contract
- ✓ Review the recommendations of the Engineer on design prepared by the civil works contractors, method of implementation, final testing, commissioning of the project and accord employers approval
- ✓ Review the IPCS/invoices submitted by the contractors and recommend for payment
- ✓ Ensuring compliance of loan/grant covenants at site
- ✓ Providing PPR (Project progress report) regularly to the MoT/NRA authority.
- ✓ Report to MoT/NRA authority regarding project progress on daily, weekly and monthly basis.
- ✓ Contribute to the development of national policies, relating to construction/rehabilitation programs, in compliance with the Organization's goals.
- ✓ Held Biweekly /monthly management meeting with project contractors and consultants for the better implementation of the projects at project side.
- ✓ Solving projects Technical/financial issues with donor, ministry of finance and other relevant agencies.
- ✓ Solving project community and land acquisition issues.
- ✓ Solving project Design and survey issues during the construction.
- ✓ Participate in meetings which held in IsDB/Ministry of Transport (MoT)/ (NRA) Authority.
- ✓ Participate in meetings with community elders of the project, Municipality, Ministry of Urban Development and land and Kabul Governor Office.
- ✓ Ensure that the project is implementing in full compliance with the Environmental and social Management Framework.
- ✓ Responsible for other general office duties as may be assigned.
- ✓ Provide advice and direction good environmental practices and control during construction and mitigate environmental impacts of the works.
- ✓ Timely and accurate submission of monthly quantitative and qualitative progress report on regional portfolio.
- ✓ Timely submission of contract works schedules for all contracts implemented in the region.
- ✓ Timely submission of payment requests and regional portfolio delivery.

Kabul City Ring Road Project (KCRRP)

PMU Director-Terms of Reference (ToR)

Education:

- Master Degree with 5 Years' Experience or Bachelor Degree's with 8 years' Experience in Transportation Engineering.
- Formal certificate in project management program.

Work Experience:

- Minimum (5) five years' in Road construction management and bachelor's degree in relevant field with 8 years' experience.
- Familiarity with Islamic Development Bank (IsDB) and Government of Afghanistan contract, guidelines and projects an advantage.
- Experience in community mobilization/ community monitoring sites, coupled with the ability to address and manage all aspects of monitoring of a construction (legal aspects of positioning, procurement, law and knowledge of construction contracts, construction information technologies, and follow-up).
- Experience in managing and supervising medium to large-scale construction works in the public sector; Knowledge of procurement, tendering and contracting processes and requirements;
- Excellent and proven experience in dealing with community elders, contractors and local partners.
- Working experience in the area of preparation, implementation and monitoring of technical/ construction projects; methodological and calculation skills.
- Experience in technical design of high-rise structure is an asset.
- Planning & Organizing - Ability to plan own work and manage conflicting priorities;
- Communications - Good communication (spoken and written) skills, including ability to prepare written documents/communications;
- Technology Awareness – Good computer skills using MS Word, Excel, AutoCAD, Civil 3D, Primavera, Ms Project and the Internet,
- Teamwork - Good interpersonal skills and ability to establish and maintain effective working relations with people;
- Fluency in written and spoken Dari/Pashto and English is required;
- Ability to draft letters in Dari/Pashto and English.

Kabul City Ring Road Project (KCRRP)

PMU Director-Terms of Reference (ToR)

- Ability to coordinate with senior officials (who are members of bids evaluation committees, and consultant selection committees).
- Ability to multi-task and work under pressure;
- Willingness and ability to travel inside Afghanistan.
- Proven background in similar positions.
- Must have technical knowledge in relevant field.
- Motivation/Self Reliance
- Team Work Ability
- Verified copy of University degrees
- Copy of Afghan ID (Tazkera)
- Copy of last posting contracts.

Languages:

Fluency in English, Dari and Pashto (both verbal and written) is must.

Competency Profile

i. Core Values

- Commitment
- Diversity and Inclusion
- Integrity

ii. Core Competencies

- Communication
- Drive for Result
- Working with People

iii. Functional Competencies

- Leading and Supervising
- Formulating Strategies and Concept
- Analyzing
- Relating and Networking
- Deciding and Initiating Action
- Following Instructions and Procedures
- Planning and Organizing
- Applying Technical Expertise

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Submission Guideline:

The candidate will submit his CV through Below email.

krrcp.hr@gmail.com