

Advertisement of Vacancy

VA No.	2018LS/02
Post Title:	Admin and Finance Officer
Organization:	Ministry of Economy Afghanistan/ Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) MEK Project
Location:	Kabul
Duration:	12 Months
No of Post:	1
Nationality:	AFGHAN
Sex:	Male / Female
Salary:	According NTA and Organizations salary scale
Date Announced:	31. Dec .2018
Closing Date:	9. Jan .2019
Background	<p>Introduction</p> <p>German Federal Government through Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and its project; Monitoring, Evaluation and Communication MEK supports Afghan Ministry of Economy on strengthening Institutional capacities for monitoring and evaluation, the admin and finance officer will be responsible to manage finance and administrative of the cooperation between Afghan Ministry of Economy and MEK project.</p> <p>The Admin and Finance officer will be based in Ministry of Economy, work in close cooperation with GIZ MEK project, the admin and finance officer reports to Head of General Directorate of Policy and Results Based Monitoring</p> <p>Background:</p> <p>Islamic Republic of Afghanistan- The Ministry of Economy: The Ministry of Economy (MoEc) is one of the leading ministries in the structure of the National Unity Government of the Islamic Republic of Afghanistan (GIROA). Based on the Official Gazette (article number 2) the MoEc is mandated to develop socio-economic development plans, policies for the government and oversight of the overall M&E process of development projects (in pre-investment, investment and post-investment phases). As per its mandate, the ministry ensures that the planned programs are implemented in an effective, efficient and timely manner in accordance with the requirements of the programs. Furthermore, the MoEc gives timely feedback through its coordination mechanism with all of the government budget execution units to the</p>

	<p>relevant institutions for timely action to achieve the targeted goals. The ministry also carries out periodic evaluation of the programs against the set targets as per the national socio-economic development plans, analyzes poverty status in Afghanistan and prepare Afghanistan MDGs annual reports which are now substituted by Afghanistan Sustainable Development Goals A-SDGs.</p> <p>The General Directorate of Policy and Results Based Monitoring of the Ministry of Economy (MoEc) is mandated to initiate, design and develop national level policies and strategies and ensure alignment of all existing policies and plans with the national economic policy and five years' socio-economic development plan/strategy. The directorate is also mandated to monitor and evaluate all the development activities/performances of the government institutions in the country (outcome level) and providing technical advices to the Minister of Economy. Therefore it is responsible to develop monitoring and evaluation standards, procedures, criteria and methodological guidance for programmatic M&E, and contribution to innovation in M&E methodology and dissemination of good practices.</p> <p>Monitoring, Evaluation and Communication Project MEK: The Project „Monitoring, Evaluation and Communication (MEK-Project)” has been running since May 2013. Based on the project offer to Germany’s Federal Ministry for Economic Cooperation and Development, the program aims at enhancing public outreach of German-Afghan Development activities as well as improving the capacities of civil servants in Afghan governmental institutions in monitoring and evaluation as well as communication motivated team.</p> <p>Monitoring, Evaluation and Communication Project Objectives:</p> <ul style="list-style-type: none"> • Increasing awareness of the successes of civilian reconstruction work • Improvement of the continuous provision of quantitative data of the German-Afghan cooperation • Increasing the communication skills of the Ministry of Finance • Increase in M & E competence of the Ministry of Economy
<p>Duties & Responsibilities:</p>	<ul style="list-style-type: none"> • Organize and update administrative and finance project related documents. • Assist and support Directorate General of Policy and (RBM) Monitoring in daily work administrative and finance affairs and reports. • Assist and support deputy ministers in daily work administrative and finance affairs and reports if needed. • Producing accurate documents, reports and presentations related to finance and admin as necessary. • Prepare administrative and financial reports to GIZ MEK project and MoEc. • Preparing financial documents for payment processing through MoEc Finance System.

	<ul style="list-style-type: none"> • Maintain and adequate filing system including office administrative and finance files and correspondence record keeping systems. • Preparing budget plan on related activities to be implemented in MoEc. • Review reports and correspondence, paying close attention detail with a high degree of accuracy. • Arrange the circulation of needed correspondence to senior management team at MoEc and with GIZ-MEK. • Arrange and inform staff about meetings and if required taking the notes of the meeting. • Plan, organize and independently carry out workload priorities to ensure smooth and timely coordination and production. • Provide support to General Directorate of Policy and M&E on ANPDF in administrative and finance issues and close coordination with relevant departments at MoEc and GIZ MEK office. • Attend weekly staff meeting and present administration activities and update other team members. • Perform any other related tasks assign by DG of Policy.
Qualifications required:	<p>Required qualification:</p> <ul style="list-style-type: none"> • Bachelor in Business Administration, Economics and Public Policy or relevant degrees, Master degrees is preferable. • 3 years of working experience in admin and finance. • English Language Skill is compulsory; Report Writing Skills is required. • Excellent Communication Skills Working experience in M&E and conceptual development is a plus. • Experience with International agencies, government institute.
Submission Guideline:	<p>Interested candidates who are qualified can send their application to following emails: Mr. Abdul Hakim Noorzai (noorzai.hakimi@gmail.com) and copy Mr. Abdul Rauof Hakimi (rauof.hakimi@giz.de)</p> <p>-Only those candidates will be called for interview who meets the qualification and requirements for the mentioned position. -Applications received after the deadline will not be considered. -DO NOT attach any other documents and certificates.</p>