

**Ministry of Economy (MoEc)**  
**Eshteghal Zaiee – Karmondena Project (EZ-Kar)**  
**Project Implementation Unit (PIU): Staff: Terms of Reference (ToRs)**

**I. Overview of the Position:**

<b>Position Title:</b>	Operations Manager
<b># of Positions:</b>	1
<b>NTA Grade/ Step:</b>	Grade B (Exact step within this grade will be decided based on qualifications and immediately previous salary history)
<b>Employer:</b>	EZ-Kar PIU, MoEC
<b>Position Duration:</b>	Three years, but with annual contracts based on the Afghan calendar year*, with an initial probational contract of 6 months.
<b>Position Period:</b>	(Estimated) February 2019 to December 2021
<b>Primary Duty Station:</b>	Kabul but with field visits to all EZ-Kar coverage cities periodically
<b>Reporting To:</b>	EZ-Kar PIU Executive Director
<b>Start date:</b>	9-01-2019
<b>Closing date:</b>	22-01-2019

**II. Introduction to the Program:**

The recent wave of returnees and the growing IDP population have put an enormous pressure on Afghanistan's inundated service delivery systems, as well as on the social, economic and physical infrastructure of the communities that host these groups. The Eshteghal Zaiee – Karmondena (EZ-Kar) is a Project that proposes to mitigate the enormous pressure caused by the displacement crises, while also enhancing the opportunities it presents for economic development. Thus EZ-Kar fits within the international context of integrating humanitarian approaches with development. There is a strong emphasis in the project on regulatory reforms at municipal and national levels to support business owners and enhance the ease of doing business, developing market-based infrastructure, and creating short and medium term economic opportunities as well as removing impediments to their re-integration. The Project Development Objective (PDO) is to provide an enabling environment for economic opportunities in cities where there is a high influx of displaced people. The EZ-Kar project will reach Afghan refugees living in Pakistan and citizens within Afghanistan in 13 cities in Afghanistan namely: Jalalabad (Nangarhar), Kabul City (Kabul Province), Kandahar City (Kandahar Province), Herat City (Herat Province), Puli Khumri (Baghlan), Maimana (Faryab), Ferozkoh/ Chaghcheran (Ghor), Khost Matun (Khost province), Asadabad (Kunar), Kunduz City (Kunduz Province), Mehtarlam (Laghman), Parun (Nuristan) and Taloqan (Takhar). The EZ-Kar is again an inter-ministerial approach to the displacement crises, with multiple implementing agencies (IAs) including the Ministry of Foreign Affairs (MoFA), the Ministry of Economy (MoEc), the Kabul Municipality (KM), and the Independent Directorate of Local Governance (ILDG).

The MoEC handles Component #5 of the EZ-Kar which includes: (a) national level regulatory reforms and (b) serving as the lead agency for the Program and thus coordinating between the four different implementing agencies for all five components. The MoEC will execute this through a Project Implementation Unit (PIU) embedded within the Ministry's Directorate of Local Services, under the Deputy Ministry for Technical Affairs.

### **III. Roles and Responsibilities**

#### **General:**

The incumbent will manage all operational aspects of the EZ-KAR MoEC PIU as well as the reporting and coordination for the operational functions between the various IAs. Here, operations will include financial and procurement management, human resources recruitment/ development/ management, administration (including asset/inventory/fleet/logistics management), and close coordination with the Program staff for ensuring accurate and timely reporting for these operational functions as well.

#### **Specific:**

- Ensure that all financial and procurement activities of the PIU are aligned with the IDA/ARTF EZ-Kar Financing/ Grant Agreement requirements.
- Ensure that the financing reporting (Interim Unaudited Financial Reports/ IUFRs) for the individual IAs are compiled, verified, and submitted to the World Bank in a timely manner every quarter.
- Support the MoEC leadership in responding to internal/ external audit queries/ observations and address any concerns of the auditors in the future program implementation.
- Prepare realistic and timely annual budgets for the MoEC's EZ-Kar components, ensure their approval by the MoF, and receipt of funds in a timely manner. Guide staff in the timely budget execution and ensure high budget execution rates every fiscal year.
- Oversee the recruitment of qualified personnel for all remaining approved unfilled positions within the PIU following guidelines and timelines agreed with the donors.
- Oversee all the operations of finance and procurement teams of the MoEC PIU as per the Operation Manual and Grant Agreement.
- For those staff position recruitments and procurements requiring prior approval of the World Bank, ensure the timely and satisfactory submissions of the ToRs, Technical Evaluation Reports (TERs) and other supporting documents as needed, and ensure the Bank's No Objection Letters (NOLs) are received and filed, before further action is undertaken.
- Work closely with the Program related staff to ensure that the operational activities that are needed for smooth Program implementation are both fulfilled in a timely manner and reported on.
- Ensure that the PIU is equipped with the required office space, building maintenance/ repairs, goods, non-consulting and consulting services, human resources, utilities etc for smooth functioning.
- Coordinate and support the Implementing Support Missions for the smooth implementation of the project.
- Directly manage the senior financial, procurement, HR and administration staff of the PIU. This includes support in their recruitment, work planning and supervision, mentoring and capacity building, performance evaluations, and quality assurance.
- Prepare short, medium and long term work plans for the operational functions of the PIU, and with the approval of the leadership, ensure that these are executed in a timely manner.
- Oversee the Financial Management affairs and follow up with the Ministry of Finance.
- Conduct meetings related to Finance, H.R and Procurement with PIUs of other components as and when needed for smooth execution of the project.
- Together with the other two Managers of the PIU, undertake secretariat functions for the Project Technical Committee
- Any other responsibilities that may be reasonably required by the Executive Director and/or Deputy Minister.

#### **IV. Key Qualification Requirements:**

##### **Academic:**

A Master's Degree in Business Administration, Public Administration, Certified Public Accountant (CPA) or Association of Chartered Certified Accountants (ACCA), or other advanced degrees/training in a related field is preferred. A Bachelor's Degree in the stated disciplines or similar is required. (Note: Exceptionally a Bachelor's Degree in other disciplines will also be considered provided the work experience of the candidate(s) is considered ideal).

##### **Work Experience:**

A minimum of 6 years of overall work experience, of which a minimum of 3 full years post-completion of the Bachelor's Degree is required. Also required is a minimum of 4 full years working in positions with similar/ directly related operational functions, and a minimum of 2 full years with managerial responsibilities included. Should have strong command/work experience of Public Finance and Afghanistan Procurement law in line with the Donors/World Bank Procurement/Financial Management guidelines.

##### **Other Requirements:**

- Managerial and leadership capacity
- Working fluency in English
- Fluency in Dari or Pashto
- Working fluency in MS Office (especially Word, Excel and PowerPoint)
- Ability to work under pressure and with frequency changing priorities
- Ability to work with minimal supervision and be self-motivated
- Ability to work with teams both as lead and as member
- Willingness to travel to all of the Program cities

##### **Submission Guideline**

All qualified applicants are hereby requested, to send their updated CV's, copies of educational credentials attested and evaluated by ministry of higher education, and work experience contracts to the following emails.

Please refrain from sending extra and unnecessary documents, certificates and recommendation letters.

In case if you have any questions and or queries, please contact Mr. Matiullah Jahed 0774248590

##### **Submission Email**

To: [moec.consultants@gmail.com](mailto:moec.consultants@gmail.com) & CC: [hr.moec.ezkar@gmail.com](mailto:hr.moec.ezkar@gmail.com)