

**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>       | Data Entry Officer   |
| <b># of Positions:</b>       | 2  |
| <b>NTA Grade/ Step:</b>      | Grade D (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) April 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>         | M&E & MIS Manager  |

**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 Eshiteghal 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's 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**

- Support the monitoring team in reviewing completeness and accuracy of the monitoring forms.
- Ensure follow-up with respective entities where the forms or proposals are incomplete and/or need corrections.
- Once verified as complete and accurate, enter all data in the related forms into the databases that comprise the EZ-Kar's MIS.
- Periodically extract data sets and check for errors and, if present, correct them.
- Prepare a tracking sheet of common data errors and introduce parameters into each cell in the system, and also use these tracking sheets to better train field staff and others.
- Take any other responsibilities, activities that may be reasonably required of the incumbent by the M&E and MIS Manager and/or Executive Director.

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

#### **Academic:**

A Bachelor's Degree in Business Administration, Public Administration, or similar is preferred. Completion of 12<sup>th</sup> grade and ongoing studies for a Bachelor's degree or Diploma will also be considered provided work experience is ideal.

#### **Work Experience:**

A minimum of 4 years of overall work experience, of which a minimum of 2 full years post-completion of the 12<sup>th</sup> grade education is required. Also required is a minimum of 2 full years working in administrative positions in Government, donor community, large NGOs or UN organizations.

#### **Other Requirements:**

- Good typing speed in English, Dari and/or Pashto
- Working fluency in English
- Fluency in Dari or Pashto
- Working fluency in MS Office (especially Excel)
- Ability to work under pressure and with frequency changing priorities
- Ability to work with minimal supervision and be self-motivated

#### **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**

MoEC EZ-Kar PIU: Staff ToRs – Data Entry Officer

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To: moec.consultants@gmail.com & CC: hr.moec.ezkar@gmail.com