

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

I. Overview of the Position:

Position Title:	Senior Consultant Recruitment Officer.
# of Positions:	1
NTA Grade/ Step:	Grade C (Exact step within this grade will be decided based on qualifications and immediately previous salary history)
Employer:	EZ-Kar PIU, MoEC
Position Duration:	Three years, but with annual contracts based on the Afghan calendar year* with an initial probational period of 6 months
Position Period:	(Estimated) April 2019 to December 2021
Primary Duty Station:	Kabul but with field visits to all EZ-Kar coverage cities periodically
Reporting To:	Operations 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

Human Resource Related:

- Support the Executive Director in updating the approved organizational structure and the terms of references (ToRs) for the approved staffing positions, as needed by the changing program dynamics. Ensure that all such revisions are approved by the Bank prior to implementation.
- Ensure the recruitment and contracting of staff for all new and/or newly vacated positions using standardized recruitment processes of the MoEc, in line with Bank requirements for transparency and audit purposes. This includes preparation and publication of vacancy announcements, receipt and shortlist of candidates against pre-defined criteria, written/ practical tests where needed, formal interviews, reference checks, and contract offer negotiations.
- Ensure recruitments for positions slotted in the NTA grades and B are documented using Technical Evaluation Reports (TERs) no-objected to by the Bank prior to contracting.
- Support management in the mobilization of the new recruits through introductory training sessions covering an introduction to MoEc, EZ-Kar, HR/ admin/ finance rules that apply to all PIU staffing.
- Ensure satisfactory HR management including but not limited to (a) complete and regularly updated personnel files for each employee, (b) leave and other benefit management, (c) salary payment processing to the Finance staff, (d) periodic formal and ongoing ad-hoc performance evaluations, (e) code of conduct/ disciplinary action for employees, etc in line with MoEc policies, NTA scale, and agreed policies with the World Bank.
- Support the PIU in responding to internal/ external audits related to HR.
- Prepare the updates on staffing for the Quarterly Reports and other donor/government requests.
- Periodically review the staffing structure for efficiency and cost benefits to the Ministry and the Project.
- Any other responsibilities that may be reasonably required by the Procurement Specialist / Operations Manager and/or Executive Director.

IV. Key Qualification Requirements:

Academic:

A Bachelor's Degree in HR Management, Business Administration, or any other related field.

Work Experience:

A minimum of 4 years of overall work experience, also required is a minimum of 3 full years working in positions / H.R management functions and a minimum of 1 year working experience in hiring the consultant under the world bank or for the world bank projects is required. At least 2 years previous experience as HR officer or above.

Other Requirements:

- Excellent understanding of The World Bank Procurement regulation, hiring of consultants and NTA
- Good understanding of Afghan Govt fiscal policies and procedures
- Good understanding on Afghan labor market and HR best practices

- 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

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