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:	Program Officer
# of Positions:	2
NTA Grade/ Step:	Grade D (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*, and with an initial probational contract 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:	Program 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

- Work with management to finalize a set of criteria for the review and approval of Business Gozar subproject proposals and grant disbursement requests to be submitted by the IDLG to MoEC.

- Support Management in the review and approval of the Business Gozar subproject proposals (non-engineering components) submitted by the IDLG in a timely manner. Where revisions are required, ensure that these are communicated back in a timely manner to IDLG, such that no proposal/ disbursement request is rejected more than once for correction.
- Support the Public Communication team maintain updated EZ-Kar's website and social media pages, by preparing and uploading key output reports, project pictures, success stories, case studies etc.
- Work with management to ensure that all action points agreed to in the various ISMs are followed up on and/or undertaken themselves.
- Support Procurement Colleagues in bid evaluations for external consultancies/ studies/ assessments.
- Support the Admin colleague to conduct periodic asset verification/ management and inventory.
- Coordinate donor and HQ personnel field visits with the respective provincial coordinators and admin colleagues.
- Prepare trip/ mission reports on behalf of senior management for all official travel.
- Coordinate with the other 3 IAs for organizing and hosting the Steering/ Technical/ Donor liaison committee sessions.
- Any other responsibilities, activities that may be reasonably required of the incumbent by the Program Manager.

IV. Key Qualification Requirements:

Academic: A Bachelor's Degree in Business Administration, Public Administration, Development, Economics 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 4 years of overall work experience, of which a minimum of 2 full years post-completion of the Bachelor's Degree is required. Also required is a minimum of 2 full years working in positions with development program management in Government, donor community, large NGOs or UN organizations.

Other Requirements:
- Good understanding of decentralized program management
- 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