

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 Executive 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 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:	Executive Director

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 Executive Director and the MoEC leadership in conducting EZ-Kar Steering Committee and Technical Committee sessions regularly. Ensuring that the agenda and minutes of the same are prepared, approved and circulated in a timely manner.

- Support the Executive Director to conduct quarterly donor coordination sessions, updating donors on the EZ-Kar overall progress, funding needs, challenges etc.
- Supporting the PIU in preparing possible restructuring and/or expansion concept notes and proposals, and liaison with potential funding sources for the same.
- Support the Executive Director in overall management of the Program by ensuring weekly, monthly, quarterly and annual updates on program process against key milestones are prepared in a timely manner and shared with the management, highlighting areas needing improvement.
- Review and summarize all detailed internal and ARTF Third Party Monitoring reports for the senior management. Highlight areas of concern, trends, needs for policy revision etc.
- Help the M&E staff prepare the quarterly report sections related to key achievements, coordination with stakeholders, implementation schedule and key challenges, before final approval by the Executive Director.
- Support the Public Communications Unit in preparing for key events and media related workshops, press conferences, etc involving MoEc leadership and other VIPs.
- Support the Executive Director in following up on donor Implementation Support Mission (ISM) action point updates and preparing presentations for key events, including donor missions.
- Support the Executive Director in conducting weekly program management meetings, minuting the same and following up on agreed action points.
- Review the presentations from the various senior staff for the ISMs and other conferences and summarize the key issues for the Executive Director and the Deputy Minister.
- Manage the Executive Director's field travel calendar and key appointments with external stakeholders including agendas, minutes and follow-up on agreed actions.
- Any other responsibilities, activities that may be reasonably required of the incumbent by the Executive Director.

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 5 years of overall work experience, of which a minimum of 1 full year post-completion of the Bachelor's Degree is required. Also required is a minimum of 3 full years working in positions with managerial and administrative functions and a minimum of 1 year working in mid to senior financial management positions in Government, donor community, large NGOs or UN organizations.

Other Requirements:

- Good understanding of Afghan Govt fiscal policies and procedures
- Working fluency in English
- Fluency in Dari and/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