# TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Title</th>
<th>Sr. Administrative Associate</th>
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<tbody>
<tr>
<td>Project</td>
<td>Trans Hindukush Road Connectivity Project (THRCP)</td>
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<tr>
<td>Duty station</td>
<td>Kabul, Afghanistan</td>
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<tr>
<td>Section/Unit</td>
<td>PMT/MOPW Unit, THRCP</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months (with possibility of extension)</td>
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<tr>
<td>Contract/Grade</td>
<td>(NTA) Grade E</td>
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<tr>
<td>Supervisor</td>
<td>Operation Head</td>
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<tr>
<td>No. of Positions</td>
<td>One (1)</td>
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## 1. General Background of Project / Assignment

The Government of the Islamic Republic of Afghanistan (GoA) has obtained funding from the World Bank (IDA Grant) for a seven-year Program for improving the road connectivity across the Hindukush mountain range north of Kabul. The THRCP project has a total estimated cost of US$ 250 million, most of which are to be spent on civil works for the construction of the Baghlan to Bamiyan (B2B) road and for the rehabilitation of the Salang pass road and the Salang Tunnel, and for the supervision of works for the same roads. The project funds are also to be used for regular technical audits by an independent international auditor to verify that road works have been executed in compliance with the technical specifications.

The main objective this project is to improve road transport connectivity across the Hindukush mountain range. This objective will achieve through (i) rehabilitation of 86 km of Salang Pass and development of 152 km of Baghlan to Bamiyan (B2B) road to become a viable alternative to the Salang Pass, and (ii) to establish suitable arrangements for the management, maintenance and operation of those two roads. The objective of this project can only be achieved through an integral project which combines the above mentioned elements.

MPW through the PMT of THRCP project seeking a qualified Senior Administrative Associate to be dually qualified in the Government financial system as well as the World Bank.

## 2. Purpose and Scope of Assignment

Under the overall supervision of the Head of Operation the Senior Administrative Associate is responsible for Organizing and Coordinating Office Operations and procedures in order to ensure organizational effectiveness and efficiency. He/she is responsible to facilitate administrative and financial affairs of the office and provide efficient support to the Senior Regional Engineer.

Specific responsibilities and duties include but are not limited to.

- Maintain an accurate and complete filing system for project and Office documents and correspondence, in compliance with THRCP and government document management policies.
- Draft correspondence and reports as required.
- Provide logistical support to the arrangement and management of meetings as required.
- Ensure that goods and services required for the smooth running of the THRCP project office are readily available.
- Assist in the preparation and update of list of materials, assets and equipment for project operations, and preparation of requisitions for acquisition of goods/services through THRCP Procurement Unit.
- Respond to routine queries from THRCP personnel, regional offices, counterparts and other stakeholders, or direct queries to relevant personnel as appropriate;
- Actively work with THRCP Units and project personnel to exchange information on administrative issues to deliver correct and timely services.
- Prepares a quarterly procurement plan for the department.
- Prepare and regularly update list of materials, assets and equipment, and corresponding requisition for acquiring goods/services for department through procurement section.
- Properly file and maintain lease and common services agreements and ensure all records are maintained accurately.
- Ensure the compound is clean, organized and well maintained.
- Perform any other related duties as may be assigned.
- Any other tasks as directed by Head of Procurement and Operation or senior management.

3. Monitoring and Progress Controls
- Effective and efficient support to the Head of Procurement and Operation or senior management
- Maintain accurate and up-to-date central filling system

4. Final Product
- Effective and efficient administration support assistance to be provided to the portfolio of UNOPS project implemented at MOPW for THRCP

5. Qualifications and Experience

a. Education
- Bachelor’s Degree in Business Administration, Public Administration, and Social Science, law or relevant field required.
- Secondary Diploma plus 2 years of additional relevant work experience will be considered in lieu.

b. Work Experience
- At least 3 years of relevant experience in Administration, Program Support, or 5 years working experience.
Two years of experience in Civil Works is essential.
Familiarity with WB funded projects is an asset;
Experience with UN or International organization would be an asset.
Experience working with Government of Afghanistan ministries is highly desirable.

c. Key Competencies

- Excellent working knowledge of English, both written and verbal. Fluent in Dari/Pashto.
- Previous experience of working in a system review/development for the project or office.
- Microsoft Access or Financial software certification is desirable.
- Excellent working knowledge of MS Office applications (Word, Excel, MS Project), email/internet, ability to operate other financial management (ERP) software/programs.
- Extensive experience and knowledge of financial/budget accounting and monitoring. Knowledge of project monitoring and management would be an asset.
- Strong attention to detail.
- Good communication (verbal and written) and strong interpersonal skills and ability to work in a team.
- Be able to work in a challenging and demanding environment.
- Be able to work in a multi-cultural environment.

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<th>Project Authority (Name/Title):</th>
<th>Contract holder (Name/Title):</th>
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<td>Signature</td>
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