



**Ministry of Public Works**

**Islamic Republic of Afghanistan**

## **National Rural Access Programme Terms of Reference (ToR)**

<b>Position:</b>	Office Admin/Secretary
<b>Vacancy:</b>	NRAP
<b>Project:</b>	NRAP-02-MPW
<b>Duty station:</b>	Kabul, Afghanistan
<b>Section/Unit:</b>	Management
<b>Scale:</b>	NTA- Grade D
<b>Duration:</b>	One Year (Possibility of Extension)
<b>Supervisor:</b>	Executive Director

### ● **General Background**

The Government of Afghanistan has received a grant from the World Bank toward the cost of the proposed Afghanistan Rural Access Project (ARAP) under National Rural Access Program (NRAP). NRAP is a priority program of Government of Afghanistan. Ministry of Public Works (MPW) is the implementing agency for secondary roads under the proposed project.

The proposed project will provide access to rural communities throughout the country and will quickly restore economic activities through employment generation and access to markets, business opportunities and access to other social services. The Project comprises of different activities e.g. Improvement of rural secondary roads, construction of bridges, rural roads maintenance and institutional strengthening.

ARAP aims to enhance human security and promote equitable economic growth by ensuring year round access to basic services and facilities in rural Afghanistan by promoting local productive capacity, through a private sector led development of physical rural access infrastructure and employment creation for the poor. In doing so ARAP seeks to rehabilitate, reconstruct and maintain essential rural access infrastructure using appropriate labor based approaches thereby creating short term employment opportunities for the rural poor, nation-wide.

The National Rural Access program has been being substantially supported by International Development Association IDA, Afghanistan Reconstruction Trust Fund (ARTF) through the WB in Afghanistan and several other contributing donors.

The Afghanistan Rural Access Project (ARAP) is follow-on project to the series of Bank's supports made in the last ten years to the government through National Rural Access program. The collective estimated cost of the project is US\$ 332 million contributed by both IDA US\$125 million and ARTF US\$ 207 million.

### ● **Scope of assignment**

The Office Admin/Secretary is responsible for general office and clerical duties. Customer service is a priority, and this position typically is the first point of contact for visitors in an office setting, Meeting clients and directing them within the office is a main duty.

Specific responsibilities and duties include but are not limited to;

- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Greet and assist visitors when they arrive at the office

- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Perform basic bookkeeping activities and update the accounting system
- Deal with customer complaints or issues
- Monitor office supplies inventory and place orders
- Assist in vendor relationship management

- **Final Product of staff**

- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism
- Proven experience as office coordinator or in a similar role
- Excellent communication and interpersonal skills

- **Qualification and Requirement**

**a. Education**

Bachelor in business administration, law or relevant field is required

**b. Work Experience**

- At least 4 years work experience in a similar position in a large organisation.
- Ability to communicate and read English. Fluency written and verbally in Dari or Pashtu
- Be able to uphold and respect Program ethics and to conduct activities with integrity.

**c. Key Competencies**

- Knowledge of basic bookkeeping principles and office management systems and procedures
- Outstanding knowledge of MS Office, “back-office” and accounting software
- Working knowledge of office equipment (e.g. optical scanner)
- Excellent communication and interpersonal skills
- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism
- A team player who demonstrates patience, flexibility and honesty.

**Submission Guideline:**

Qualified and interested candidates may submit their application, including a letter of interest plus CV, via Email Address: [vacancymopw@nrp.gov.af](mailto:vacancymopw@nrp.gov.af). Application without subjected of job title and vacancy No will not concerned, only short listed candidates will call for test and interview. Only those applicants who meet the minimum criteria should apply