

<b>Title</b>	<b>Assistant Engineer</b>
<b>Vacancy Number</b>	<b>PMO/MPW/VAC/120</b>
<b>Ministry</b>	<b>Ministry of Public Works (MoPW)</b>
<b>Organization</b>	<b>PMO</b>
<b>Department</b>	<b>Project Engineering</b>
<b>Duty Station</b>	<b>Afghanistan, Kabul</b>
<b>City</b>	<b>Kabul</b>
<b>Duration</b>	<b>1 Year's With Possibility of Extension</b>
<b>No of Jobs</b>	<b>3</b>
<b>Nationality</b>	<b>Afghan</b>
<b>Sex</b>	<b>Male/Female</b>
<b>Salary Range</b>	<b>According to NTA Salary Scale</b>
<b>Announcing Date</b>	<b>29 – July – 2020</b>
<b>Closing Date</b>	<b>15 – August – 2020</b>
<b>Job Type</b>	<b>Program</b>
<b>Shift</b>	<b>Full Time</b>
<b>Job Status</b>	<b>Sourcing</b>
<b>Experience</b>	<b>5 Years</b>

### **Background:**

About Ministry Public Works (MoPW)

The Ministry of Public Works (MoPW) is implementing various road projects in the Islamic Republic of Afghanistan. For implementation of the projects funded by the Asian Development Bank (ADB), a Program Management Office (PMO) of MoPW willing to handle implementation related tasks that would include (a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors.), etc., (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

### **Purpose and Scope of Assignment:**

The Assistant Engineer will assist the Project Manager in the day-to-day project implementation and contract administration matters. The duties and responsibilities will include, but not limited to the following

### **Duties & Responsibilities:**

- Handle procurement activities for selection of contractors and consultants,

- Monitor project implementation; in reviewing progress reports submitted by the Consultants to assess project implementation and assist the Project Manager in taking/communicating important decisions of the Employer (MPW) to the Consultants to avoid potential delays.
- Ensure that the works are implemented in accordance with the technical specifications specified in the contract and interim road standards of MPW.
- Assist the Project Manager in processing various contractual matters including approval of variations, grant of extension of time, etc.
- Periodical visits to site to assess implementation of the project and resolve any issue relating to the Contractors/Consultants.
- Review the IPCs/invoices submitted by the Consultants/Contractors and recommend for payment.
- Ensuring compliance of loan/grant covenants
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### **Skills:**

- Skill to speak, read and write excellent English
- Ability to work with and be a partner of a team of diverse backgrounds
- Ability to work efficiently and to meet deadlines
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members
- Good communication, negotiating and Engineering skills and good interpersonal relations

### **Qualifications and Experience:**

Education: Have a Bachelor Degree

Experience: with 5 years working experience.

Fluent in Dari, Pashto and English.

Skills in using Microsoft office package and office equipment.

### **Required Documents:**

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Afghan ID Card (Tazkera)
- Copy of verified last Posting Contract
- Certificate's and Appreciation Letter's

### **Submission Guideline:**

Interested candidates are requested to forward their applications and detailed CV, clearly indicating the position applied for, in the subject of your email to PMO Office of Ministry of Public Works, through email at [pmo.recruitment@gmail.com](mailto:pmo.recruitment@gmail.com) with a copy to [adbafrm@adb.org](mailto:adbafrm@adb.org), clearly mentioning the position applied for in the subject line.

**Only short-listed candidates will be notified**

Announcing Date **29 – July – 2020**

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