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| Title | Secretary and Translator |
| Vacancy Number | MoPW/PMU/KCRRP/006 |
| Ministry | Ministry of Public Works (MoPW) |
| Project | Kabul City Ring Road Project (KCRRP) |
| Duty Station | Afghanistan |
| City | Kabul |
| Duration | 1 Year's With Possibility of Extension |
| No of Jobs | 1 |
| Nationality | Afghan |
| Sex | Male/Female |
| Salary Range | Equivalent to Grade D (NTA) Scale |
| Announcing Date | 11/August/2020 |
| Closing Date | 24/August/2020 |
| Job Type | Administrative |
| Shift | Full Time |
| Job Status | Sourcing |
| Experience | 4 Years |

Background:

The Ministry of Public Works is implementing various projects in the Islamic Republic of Afghanistan. For implementation of the project which funded by Islamic Development Bank (IsDB) and Government of Afghanistan for Kabul Ring City Road Project (KCRRP) Section-one, with the length of 22 KM, Ministry of Public work is hiring a qualified and experienced Secretary & Translator to handle the project implementation related tasks.

Scope of Work/Job Summary:

Under the direct supervision of PMU Director, the Secretary& Translator is responsible to provide effective and efficient support to the Kabul City Ring Road Project (KCRRP) and Ministry of Public Works management. The Secretary/Translator is responsible for all the Secretary work, documentation work, file translation and Interpretation assignments of project.

Duties & Responsibilities:

The duties and responsibilities of the Secretary/Translator will include but not limited to:

- Undertake a range of translation and interpretation assignments in English and from English into Dari or Pashto, ensuring that the meaning of the source text is retained.
- Undertake a range of translation and interpretation assignments in Arabic and from Arabic into Dari or Pashto, ensure that the meaning of that source text is retained.
- Provide accurate and complete versions of documents, such as magazine articles, legal documents, official letters, reports, manuscripts, publications and other material, using the most appropriate range of vocabulary commonly accepted and according to grammar, punctuation and mechanics of the target language (English, Arabic or Dari/Pashto).

- Contribute to the development and preparation of multilingual glossaries used by Secretary/Translates and interpreters
- Use of special dictionaries, thesauruses and reference books to find the closest equivalents for terminologies and words.
- Meet deadlines as established by the Supervisor.
- Maintain administrative work in connection with all translation assignments
- Assist in the preparation for presentations.
- Tracking and following-up of pending issues with staff and other entities.
- Assist in maintaining close contacts with the government, executing agency, project partners, and other counterparts through direct contacts, collection and summarizing of information, proposals, incoming and outgoing documents, drafting letters.
- Supervise collecting the data and other information for project activities; maintaining, logging, filing and updating records in prescribed format for subsequent use.
- Prepare background material for use in discussions and briefing sessions.
- Assist in monitoring project activities by reviewing a variety of records, including correspondence and reports.
- Assist in the organization and logistical preparation for workshops, seminars, presentations, etc.
- Follow up logistical arrangement for staff missions and other travel arrangements. Update the mission log on the common drive.
- Carrying out any other duties that may reasonably or exceptionally be required to ensure the smooth cooperation of KCRRP's work and optimize the functioning of the office, such as substituting for absent colleagues.
- Responsibility to operate KCRRP telephone switchboard by receiving, giving and dispatching office telephone communication to the relevant recipients.
- Receiving and dispatching all office communication by e-mail, fax, post, diplomatic bag, etc. Distributes incoming traffic to the relevant recipients for action or information (assures copying and further distribution).
- Maintaining appropriate logs and chronological files of all written traffic as well as the general archive of the office.
- Maintaining a dairy and arranging day-to-day activities for the Project director.
- Writing letters & reports, sending mails and typing confidential works for the Project/PMU director.
- Handling the office of Project director.
- Requirements, accommodation and travel arrangement, etc.
- Follow up, maintenance and distribution of the office stock of stationery by maintaining a log book for the said items and share the information with the Logistics Team.
- Perform any other task assigned by immediate supervisor/s.
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Skills & Competencies:

- Good working knowledge of MS. Office application, email and able to easily navigate internet.
- Knowledge of Government, MoF and IsDB rules and regulations would be a distinct advantage.
- Be willing and able to meet tight deadlines and work long hours when required.
- Excellent communication (spoken and written) skills, including ability to prepare written documents/communications;
- Excellent computer skills using MS Office, MS windows programs, Internet and email skills.
- Good interpersonal skills and ability to establish and maintain effective working relations with people.
- Fluency in written and spoken Arabic, Dari/Pashto and English is required;
- Ability to draft letters in Dari/Pashto, Arabic and English.
- Willingness and ability to travel inside Afghanistan.

- Proven background in similar positions.

Job Requirements:

- Bachelor Degree in Business or Public Administration or any other related fields with 4 years' relevant experience.
- Experience with donor funded or international organizations as secretariat, admin and translator will be an asset.

Required Documents:

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Master 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 to krrcp.hr@gmail.com , kindly indicate the vacancy number (**MoPW/PMU/KCRRP/006**) and the post title (**Secretary & Translator**) in the subject line when applying by email.

Office Add: KCCRP Office, Kabul Jalalabad Road, In front of KMTC, Ministry of Public Works, Kabul Afghanistan.

Only short-listed candidates will be notified

Announcing Date **11/August/2020**

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