

## **TERMS OF REFERENCE PMO/MPW**

Post Title:	MIS Officer
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probation)
No. of Post	1
Duty Station	MPW/PMO - Kabul
Salary	As per NTA salary scale (Grade D)
Work hours	Full time
Vacancy No	MPW/PMO/HR-030
Date of announcement	25 January 2021
Closing Date	7 February 2021
Gender	Male/Female

### **1.0 Background**

Program Management Office of the Ministry of Public Works have an ongoing portfolio in transport sector from the various Grants provided by Asian Development Bank (ADB). Currently PMO is implementing Various National Highways projects and System Development project and is designated to handle the implementation related tasks that includes

(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.

### **2.0 Job Description**

The responsibilities of the MIS Officer under the supervision of the Sr. Planning & Performance Evaluation Specialist is to manage and timely update MIS system in PMO in close collaboration with MIS units of MPW and NPA. Additionally, incorporate in the development of reports within the reporting unit.

- Maintain the PMO/MPW Contract Management Database Produce weekly, monthly and need base reports for upper management.
- Validates and verifies data of the PMO/MPW Contracts which are received from the project site and point out the problems for accuracy.
- Verifies monthly progress reports of all segments, communicate the problems to Contract Management Specialist for follow up with Project Manager and updates the data.

- Assist the Sr. Reporting Engineer and Sr. Planning and Evaluation Specialist in producing many kind of reports.
- Carry out training need assessments for project management department.
- Support project Management Unit in proper filing of contract management related documents.
- Ensure consistency and compatibility between MPW MIS and the systems of the NPA.
- Determine the MIS-related training needs in PMO and conduct training and organize workshops.
- Liaise with internal and external stakeholders and partners;
- Liaise with other organizations to facilitate data exchange and collaboration.
- Create awareness among stakeholders on the benefits of the MIS systems.
- Developing Work plan for MIS systems, setting goals/objectives and implement activities to achieve the objectives.
- Perform other duties as may be assigned by the Program Director and Sr. Planning and Evaluation Specialist

### **3.0 Job Requirements:**

- The ideal candidate should possess preferably a university degree in Civil Engineering, having at least 5 years' experience, preferably in a similar position (preferably with international organizations). Should have previous experience with project documents management and as per project officer.
- Ability to multi-task and work under pressure.

### **Key Competencies:**

- Strong Knowledge of Web based Reporting required;
- Management Skills required;
- Be a self-motivated, versatile and adaptable to different cultures and people;
- Capable of working with others in a participatory and capacity building manner;
- Have good analytical, writing, and communication skills;
- Proven experience in preparing quantitative and qualitative reports;
- Proficient in written and spoken English, Dari and Pashto.

### **4.1 Submission Guideline:**

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (MIS Officer – MPW/PMO/HR-030) 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 [adbafirm@adb.org](mailto:adbafirm@adb.org), without mentioning the position title/vacancy number your application may not be considered. Application received after 7 February 2021, will not be shortlisted for written test/Interview.

Note: Only Shortlisted candidates will be contacted.

Female Candidates are highly encouraged to apply.

Submission Email:

[pmo.recruitment@gmail.com](mailto:pmo.recruitment@gmail.com)