

## **TERMS OF REFERENCE**

### **PMO/MPW**

Post Title:	Document Control Officer/ Receptionist
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-034
Date of announcement	26 March 2021
Closing Date	8 April 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**

Document Controller responsibilities include typing contracts, archiving files and ensuring all team members have access to necessary documentation.

Document controller manage the intake, handling, and storage of documentation for organizations. He/She check documents, scan and photocopy files, and make sure that organizational documentation is stored safely and securely. They also write reports, archive materials, and ensure seamless document access across departments.

- Responsible for archiving all documents in Hard and Soft copy for the projects.
- Update the incoming and outgoing documents list.

- Copying, scanning and storing documents
- Checking for accuracy and editing files.
- Reviewing and updating technical documents (e.g. Designs, Reports, Contracts and daily correspondence)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement.
- Designing templates for documents, file types, and document databases.
- Checking and editing documents for accuracy and compliance.
- Controlling the flow of documents in and out of the department.
- Reporting errors or developments regarding document storage.
- Ensuring the secure destruction and disposal of sensitive documents.
- Updating and maintaining document management systems and physical records.
- Maintaining the security of confidential documents.
- Assisting employees with accessing documents through our document management system.
- Register all correspondences (In-Out), documents
- Follow up the specific procedure in transferring the documents (IN,OUT)
- Ensure that we have backup (different types) for all documents and files.
- Attend the meetings and prepare minutes of meetings
- Prepare weekly and monthly reports requested by the management
- Prepare presentations and all correspondence related to the department (IN-OUT)
- Registration of the incoming and outgoing submittals /letters in the related register books and submitting it to the technical board coordinator to get his instruction.
- Filing of the IN-Coming and Out-going letters in the related files.
- Follow-up of the pending letters/issues with the different directorates of the Ministry of Public Works
- Write letters in Dari, Pashto and English
- Organize meetings for office staff.
- Organize all the PMO employees and guest meetings with the Program Director and other PMO staff regularly.
- Collect all documentations requiring approval and resend them to concerned section or person
- Create and maintain accurate contact database for office. Maintain and update Program Office related files.
- Receive all incoming and outgoing calls appropriately and continuously
- Receive all guests and visitor's enquiries at the reception counter
- Provide administrative support as and when required
- Collect all document requiring approval and resend them to the concerned section or person
- Assist other staff on their daily tasks as required.
- Answers telephone and greet visitors giving general information in response to inquiries; delivers oral and written messages to staff members.
- Receiving/distributing newspapers to departments/units pigeon holes and put the newspaper on the News Paper Board on daily basis

- Management of communications;  
Attend to the visitors and effectively coordinate their meetings with the Director and other staff;  
Maintain log book and other records for office transport facilities;
  - Managing appointment schedules of the Program Director and other staff including official meetings inside and outside the office and take notes or minutes of the meetings as and when required;
  - Receive/send and forward official mail/faxes to staff members;
  - Assist in photocopying;
  - Assist in maintaining filing systems and proper records at all times
  - Assist in routine office work, typing letters, documents, and filing, etc.;
- Report to Perform other tasks as assigned by Senior Operation Officer.

### **3.0 Job Requirements:**

- The ideal candidate should possess preferably a university degree in Business Administration or related, having at least 4 years' experience, preferably in a similar position (preferably with international organizations). Should have previous experience with project documents management and as per project officer.

#### **Key Competencies:**

- An excellent grasp of Microsoft Office programs.
- Top-class typing and report writing skills.
- Detail-focused document organizing abilities.
- Familiarity with the relevant regulations regarding document keeping and handling.
- Able to proactively manage database changes using software management systems.
- Time-oriented approach to handling queries and tasks
- Proficient in written and spoken English, Dari and Pashto.
- Ability to multi-task and work under pressure

### **4.1 Submission Guideline:**

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Document Control Officer/ Receptionist – MPW/PMO/HR-034) 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), without mentioning the position title/vacancy number your application may not be considered. Application received after 8 April 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