

Title	Project Manager
Vacancy Number	MoPW/SRTAP/PMD/1400-49
Ministry	Ministry of Public Works (MoPW)
Organization	Project Management Directorate (PMD)
Project	Sustainable Reform & Technical Assistance Project
Duty Station	Afghanistan, All provinces
Duration	1 Year (with possibility of extension)
No of Jobs	20
Nationality	Afghan
Sex	Male/Female
Salary Range	According to NTA Salary Scale (Grade-C)
Announcing Date	22/May/2021
Closing Date	03/June/2021
Job Type	Engineering
Shift	Full Time
Job Status	Sourcing
Experience	7 years similar experience

**Background:**

About Ministry of Public Works (MoPW) Sustainable Reform & Technical Assistance Project (SRTAP):

Governmental office the Ministry of Public Works (MoPW) is responsible for the planning, monitoring, maintenance and development of the various transport infrastructure projects such as Roads, Bridges, and Culverts in the government of the Islamic Republic of Afghanistan. Therefore, to enhance the capacity to strengthen its ability to deliver effective, efficient and transparent services in (MoPW) the Human Resource Directorate wishes to recruit the following staff on contract basis from development Budget for the Ministry of Public Works (MoPW).

**Job Summary:**

As a Project Manager, he/she will be responsible for the management, quality control and delivery of feasibility study, detailed design and construction supervision projects. His/Her management role is to ensure that deliverables are produced with quality and on time by monitoring progress and providing advice and support. He/she must be proficient in the identification, analyses, and resolution of problems and effective planning, organizing, estimating, scheduling and monitoring of project activities.

**Duties & Responsibilities:**

- Review progress reports submitted by the Consultants to assess project implementation and assist PMD office in communicating important decisions of the Employer (MoPW) to the Consultants to avoid potential delays.

- Responsible for the overall and timely delivery of MoPW projects in the region;
- Coordinate/liaise with Consultants, Contractors, other Ministries and other relevant departments concerning technical matters of the project.
- Ensure that the works are implemented in accordance with the technical specifications specified in the contract and interim road standards of MoPW.
- Interact with the Consultants on a day-to-day basis concerning implementation and take corrective measures.
- Ensure that the Supervision Consultants perform in accordance with the contract.
- Process of various contractual matters including approval of variations, grant of extension of time etc.
- Periodical visits to the site to assess implementation of the project and resolve any issue relating to the Contractors/Consultants. Review the recommendations of the ‘Engineer’ on designs prepared by the civil works contractors, a method of implementation, final testing, commissioning of the project, etc., and accord Employer’s approval.
- Review the IPCs/invoices submitted by the Consultants/Contractors and recommend for payment. Ensuring compliance with loan/grant covenants.
- Assist in the analysis of field data, reports, drawings, blueprints, tests, and aerial photographs to plan and design projects.
- Coordinate the development of individual road and bridge projects work plans and develop and maintain an up-to-date consolidated work plan for the project/ region;
- In coordination with the MoPW QA/QC Coordinator ensure the implementation of a quality assurance plan throughout the project/region;
- Monitor and coordinate the activities of field Engineers to facilitate the achievement of sub-projects. This in viewing, and analyzing work plans, progress reports and other relevant documents.
- Ensure the timely submission of reporting and input to the Project Manager and Head of PMD and facilitate the collection of inputs for monitoring and evaluation systems.
- Provide technical advice and assistance in the institutional strengthening of MoPW staff.
- In cooperation with the contract Management unite. Ensure the timely and complete administration of all works contracts in the region.
- Establish and ensure adherence to regular communication protocols between project engineers and contractors.
- Facilitate in the establishment and improvement of operational procedures that assist MoPW in the development of planning and contract administration with contractors and local community.
- Ensure the provision of training and technology transfer to MoPW and contractor staff in bridge and road design and construction techniques including good practices and troubleshooting methods.
- Ensure that all MoPW projects in the region are implemented in full compliance with the Environmental and social Management Framework.
- Provide advice and direction good environmental practices and control during construction and mitigate environmental impacts of the works.
- Timely and accurate submission of monthly quantitative and qualitative progress report on regional portfolio.
- Timely submission of contract works schedules for all contracts implemented in the region.
- Timely submission of payment requests and regional portfolio delivery.
- Responsible for other general office duties as may be assigned.

**Job Requirements:**

- Bachelor Degree in Civil Engineering & Construction Management 7 years of same or similar experience.

- Master's Degree in Project Management, Construction Management, Civil Engineering, Transportation Engineering in relevant field with 5 years of same or similar experience.
- At least 5 years' experience within the field of Project Manager or Deputy Project Manager.

#### **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

#### **Skills:**

- Good level proficient in engineering software.
- Good computer skills in operating MS Windows and MS Office programs.
- Demonstrated ability to training and build capacity of counterparts.
- Proficiency in English, Dari and Pashto (Reading, Writing and Speaking).
- Self-discipline, integrity and ability to work under pressure to meet tight deadlines.
- Strong communication and interpersonal skills, ability to work with high levels staff and functions within the organization.
- Ability to work independently and as part of a team, accept responsibility, and be extremely discrete with sensitive information.
- Must have the ability to work effectively in a fast-paced, stressful environment. In addition, must be flexible and willing to perform other duties
- Ability to overcome challenges and work in difficult work environments/conditions.
- Be able and willing to travel to all provinces and relocation in Afghanistan, including volatile and insecure areas.
- Planning & Organizing - Ability to plan own work and manage conflicting priorities;
- Communications - Good communication (spoken and written) skills, including ability to prepare written documents/communications;
- Ability to coordinate with senior officials (who are members of bids evaluation committees, and consultant selection committees)
- Ability to multi-task and work under pressure;
- Willingness and ability to travel inside Afghanistan.
- Proven background in similar positions.
- Must have technical knowledge in relevant field.

#### **Submission Guideline:**

Interested candidates are requested to forward their applications, detailed CV and other required documents to [jobs.mopw@yahoo.com](mailto:jobs.mopw@yahoo.com) indicate the vacancy number (**MoPW/SRTAP/PMD/1400-49**) and the post title (**Project Manager**) in the subject line when applying by email to the Human Resource Unit – Sustainable Reform and Technical Assistance Project of Ministry of Public Works (MoPW) at Kabul, Afghanistan.

**Address:** SRTAP Office, Railway Building, Kabul-Jalalabad Rd., opposite KMTC, MoPW, Kabul, Afghanistan.

Note: Only short-listed candidates will be contacted.