

Title	Technical Assistant
Vacancy Number	MOPW/NRA/SRTAP/1400-33
Ministry	Ministry of Public Works
Organization	Road Maintenance Directorate
Project	Sustainable Reform & Technical Assistance Project (SRTAP)
Duty Station	Afghanistan (Various Provinces)
Duration	1 Year (with possibility of extension)
No of Jobs	30
Nationality	Afghan
Sex	Male/Female
Salary Range	According to NTA Salary Scale (D-1)
Announcing Date	03/May/2021
Closing Date	15/May/2021
Job Type	Engineering
Shift	Full Time
Experience	+5 years

Background:

The Ministry of Public Works (MoPW) is responsible for the planning, design, procurement, implementation, monitoring, and maintenance of the various transportation infrastructure projects such as roads, bridges, and its relevant drainage and retaining/protection structures 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 Work (MoPW)

Scope of Work/Job Summary:

MoPW is looking to recruit a Technical Assistant with extensive experience in a wide range of civil construction activities including, but not limited to, building, maintenance, and repair of roads, bridges, drainage structures, retaining walls, and building systems. The incumbent must have a thorough understanding of the international and local design and construction codes/regulations/standards. The incumbent will function as a member of the operation and maintenance team where He/She provides technical inputs and Supports technical and engineering personnel with project support duties.

The potential candidate will remain active through all project phases and should work in close coordination with the senior management in MPW. He/ She must directly report to the Senior Engineers/Consultants of the team.

The Technical Assistant will carry out the following

Duties & Responsibilities:

- The incumbent ensures that technical and administrative tasks are completed in a timely manner to support the technical personnel in the delivery of the specific piece of work or project;
- He/She assists to free up technical and engineering personnel to focus on activities where they can add most value;
- Plan and coordinate the activities to ensure conformance with procedures and regulations as required by MPW;
- Assist in overall operation and maintenance activities relate to items, materials, processes, equipment, methods, designs, and engineering practices;
- Develops and maintains technical databases, spreadsheets and Sources technical documents, information and drawings;
- Plan and conduct field surveys to locate new sites and analyze details of project sites.
- Report maintenance problems occurring at project site to supervisor and negotiate changes to resolve system conflicts.
- Supporting the team by managing hazard / condition inspections of assets, identifying defects, prioritizing works and arranging repairs
- Undertaking projects as required, improving asset condition or use Provide clear, concise and appropriate technical advice, recommendations, investigations and support to Manager's and team.
- Establish and maintain an effective documents management system in the Engineer's office, which provides for separate filing of incoming and outgoing correspondence and documents, as well as the filing by subject matter.
- Facilitate and maintain a working relationship with the MPW Staff to keep them updated and fully informed regarding project implementation and development.
- Support the Public Relations and Communications team through the provision of inputs for public information and publicity products.
- Maintain records, with support of the administrative assistant, on technical and financial aspects of project operation, including monitoring of project activities and their outcomes; as well as minutes, decisions and recommendations of meetings and workshops;
- Providing civil engineering technical assistance, roads asset data management and support technical staff in Compiling technical reports, concepts notes, proposal and presentation;
- Demonstrate a comprehensive knowledge of currently adopted design, procurement, and construction procedures and approaches for operation and maintenance projects in Afghanistan;
- Develop and maintain effective working relationships with seniors and the operation and maintenance team and provide the necessary advice and support to them;
- Provides input to technical studies/research projects, technical reports, project planning, etc.
- Providing assistance with the implementation, operation and maintenance of the asset management system
- Share expertise related to all aspects of designing, building, and maintaining road and highway structures;
- Prepares technical drawings, datasheets and documents under the direction of senior engineers/ consultants.
- Prepare timely and quality project progress and implementation reports for submission to Operation and maintenance senior management.
- Perform other functions related to required or assigned by the senior management.

Skills & Competencies:

- Demonstrate a good understanding of the concepts, principles, theories, and methods required to plan, design, construct, operate, and maintain roads, bridges, tunnels, and other highway structures;
- Must know road construction mechanisms, materials, and machinery;
- Able to analyze survey reports, maps, technical drawings, and other topographical or geological data;
- Familiar with local, regional, and international standards, including MPW standards, IRC, AASHTO, ASTM;
- Hands-on experience with MS Office, Auto CAD, Civil 3D, etc. and ability to use modern survey instruments;
- 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.
- Highly motivated and enthusiastic team player with a strong desire to succeed;
- Able to manage conflicting priorities Demonstrate leadership in handling and working with multidisciplinary teams.
- Highly knowledgeable in the practical application of technical requirements of road and bridge construction projects. Experience within the region is highly desirable.
- Highly motivated individual, who demonstrates self-initiative and is able to work under pressure.
- Excellent verbal, written, computer, and presentation communication and organizational skills.
- Proven ability to manage multiple priorities and deliverables within fast paced, team project-oriented work environment.
- Able and willing to travel to provinces within Afghanistan, including volatile and insecure areas.

Job Requirements:

- Bachelor of Science Degree in Civil Engineering or similar discipline
- Possession of personal computer installed with MS Word, Excel, and PowerPoint
- Knowledge and experience of inspection and condition rating of asphalt, concrete, and DBST pavements
- Knowledge of standard practices of construction
- Outstanding verbal and written communication skills in English
- Proven organizational and problem-solving skills
- Able to travel to the Province in their zone and work as part of a team
- Physical fitness and able to travel and complete inspection procedure
- Perform any other survey related duties and tasks as assigned by the supervisor

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

Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV to mopw.vacancies@yahoo.com , kindly indicate the vacancy number (**MoPW/SRTAP/1400-33**) and the post title (**Technical Assistant**) in the subject line when applying by email. To the **Human Resource Unit – Sustainable Reform and Technical Assistance Project** of Ministry of Public Work Kabul Afghanistan.

Office Add: SRTAP Office, Kabul Jalalabad Road, In front of KMTC, Ministry of Public Work, Kabul Afghanistan.

Only short-listed candidates will be notified