

<b>Title</b>	<b>Vulnerability and Emergency Control Specialist Assistant</b>
<b>Vacancy Number</b>	<b>MOPW/SRTAP/1400-47</b>
<b>Ministry</b>	<b>Ministry of Public Works</b>
<b>Organization</b>	<b>General Directorate of Road Maintenance</b>
<b>Duty Station</b>	<b>Afghanistan (Various Provinces)</b>
<b>Duration</b>	<b>1 Year (with possibility of extension)</b>
<b>No of Jobs</b>	<b>7</b>
<b>Nationality</b>	<b>Afghan</b>
<b>Sex</b>	<b>Male/Female</b>
<b>Salary Range</b>	<b>According to NTA Salary Scale (Grade-D2)</b>
<b>Announcing Date</b>	<b>20/MAY/2021</b>
<b>Closing Date</b>	<b>02/JUNE/2021</b>
<b>Job Type</b>	<b>Engineering</b>
<b>Shift</b>	<b>Full Time</b>
<b>Experience</b>	<b>+3 years</b>

**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 MPW the Human Resource Directorate wishes to recruit the following staff on contract basis from development Budget for the Ministry of Public Work (MoPW)

**Job description**

**Scope of Work/Job Summary:**

MPW is looking to recruit a vulnerability and emergency control specialist Assistant to assist with the specialist with experience in this capacity. The candidate is responsible to stabilize vulnerable areas to carry out activities from provincial operational management departments and the candidate must have through understanding of GIS software where he/she is responsible for building and maintaining GIS databases and utilizing the GIS software. The candidate must have a thorough understanding of the international and local design and construction codes/regulations/standards.

**Duties & Responsibilities:**

- To assist in analysis and figures of accurate information with the department specialist in a timely manner and its presentation on maps to the relevant department for regular and effective reporting analysis.
- Geographic quality control and rad engineering and ensuring their timely and correct transfer to the relevant system.

- Identify vulnerable areas in the maps and country level to regulate preventive activities.
- Preparation of reports of relevant activities in accordance with work endurance to submit to the relevant directorate.
- Stabilization of vulnerable areas at the level of all provinces in close cooperation with the latter units and national and international organizations.
- Updating the data base and information archive and inserting all reports and figures prepared from vulnerable areas in it.
- Provide effective suggestions to improve better the situation of risks and vulnerabilities in various relevant areas to the responsible manager.
- Submit annual quarterly and monthly reports to the relevant department when necessary, to achieve the strategic goals of the department.
- Provide continuous communication with vulnerable areas to receive and collect information about types of vulnerabilities.
- Assist the Project Team to develop a methodology for data collection;
- Review existing databases related to Vulnerable areas in Afghanistan and conduct a gap analysis;
- Digitizing of specific points, locations using google maps, Topo sheets (scale maps), one-inch maps and any other sources including satellite images;
- Develop base maps that can be used at the MPW level to locate points and locations.
- Scan and geo-reference field maps (base maps) and edit layer with field data;
- Assist in the provision of long-term goals for the MPW on road safety and disaster management.
- Assist in the establishing a proper and strategic structure for the MPW for implementation of road safety.
- Perform other duties related to the task assigned to the task assigned to him / her by the relevant authorities in accordance with the rules, regulations and objectives of the department.

### **Skills & Competencies:**

- Having knowledge in disaster risk reduction emergencies, the environment and disaster risk meteorological disaster and disaster response.
- Having more knowledge of hazards and disasters risk reduction and Vulnerability in disasters, natural and Man-made disasters, earthquakes floods drought, landside, land subsidence, cyclones, volcanoes, tsunami, avalanches, and global climate extremes.
- Basic knowledge of standard practice of road engineering;
- Proven organizational and problem-solving skills.
- Fluency in one of the official languages of the country (Dari and Pashto) and familiarity (writing and speaking) in English language.
- Good computer skills, including proficiency in spreadsheets, database and computer aided management in GIS, Ms. Office, and other related softwares to job.

### **Competencies required:**

- **Team work:** works collaboratively with colleagues to achieve organizational goals.
  - **Leadership:** Establish and maintains relationships with a board range of people to understand needs and gain support.
  - **Communication:** very good communications skill both written and spoken, including the ability to communicate effectively and prepare a variety of written documents, contracts, reports etc.in a clear, concise style.
  - **Technology awareness:** good computer skills, including proficiency in spreadsheets, database and computer aided management.
- Respect doe diversity:** works effectively with people from all background

### **Job Requirements:**

- Bachelor's degree in civil engineering, Transportation engineering, and or any other similar

discipline; preference is given to masters in similar filed.

- Having 3 years of experience in the transportation engineering field or related.
- Able to travel to the remote area all over Afghanistan, collect required data and work as part of a team.
- Physical fitness and able to travel and complete inspection procedure.

**Required Documents:**

- CV with an application form for the relevant positions;
- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Afghan ID Card (Tazkera) or Passport copy;
- Copy of verified last Posting Contract
- Copy of other documents seems to be necessary.

**Submission Guideline:**

Interested candidates are requested to forward their applications and detailed CV to [mopw.vacancies@yahoo.com](mailto:mopw.vacancies@yahoo.com) , kindly indicate the vacancy number (**MOPW/SRTAP/1400-47**) and the post title (**Vulnerability and Emergency Control Specialist 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