



Islamic Republic of Afghanistan  
Capital Region Independent Development Authority  
Administrative Division



Proj.-Code	Location	Program / Type / Project / Division / Dept / Sub Dept	Document / Sub Document / Reference / Revision
AFG/KBL/Gen	KBL	Pg-1/ST/Pr-1/AD/Dept/Sub Dept	OL/ICR/(CRIDA/AD/2016/000)/xxx

## TERMS OF REFERENCE

**Post Title:** Admin Assistant  
**Project Title:** Capital Region Independent Development Authority (CRIDA)  
**Duty Station:** Kabul- Afghanistan  
**Announcement Date:** 07/08/2016  
**Closing Date:** 14/08/2016  
**Duration:** one year

### Background:

The capital region of Afghanistan comprises the Kabul, Wardak, Logar, Kapisa and Parwan Provinces. The total area of the capital region is more than 7735 km<sup>2</sup>. In order to create safe urban environment and tackle the problems caused by ever increasing population growth in the capital of Afghanistan considering the concentrated economic activities and services provision, Dehsabz City Development Authority (DCDA) has been promoted to Capital Region Independent Development Authority (CRIDA) (As per the Presidential Decree No. 44 dated 23rd June 2016 based on Cabinet Resolution no 3 dated 30 April 2016 of the Islamic Republic of Afghanistan). CRIDA is an Independent Budgetary Unit and Governmental profitable entity within the organizational structure of the Islamic Republic of Afghanistan.

Capital Region Independent Development Authority (CRIDA), not only develop Kabul New City project but also pave the ways for the development of Capital Region with broader visions which are briefly narrated as follows:

1. Transforming the Capital Region by turning it into a mega city that is clean, environmentally friendly, cultured with booming industries and commerce, sports and tourism and ultimately a metropolitan city that is self-reliant and sustainable, a city that has infrastructure and facilities of high standards with healthy physical environment.
2. Building a diverse community that is free of ethnic, linguistic, racial and religious prejudices.
3. Promoting urban culture and enhancing the standard of life through development of the Capital Region.
4. Development of cities (through decentralization for balanced development) within the Capital Region by protecting the originality, historical value and organic linkages with the existing Kabul city to transform the entire capital zone into a symbol of national unity.

CRIDA is currently looking for an Admin Assistant to play active role in Administration division and contribute in managing and preparation of multidisciplinary tasks in Admin Division for achieving the strategic goals of CRIDA on objective basis.

**Reporting Line:** The Admin Assistant will be reporting directly to the Deputy Admin/Admin Director

## **Duties/Responsibilities:**

The admin assistant is expected to extend his/her regular support to Human Resources and Administration Division on relevant issues which include but not limited to the following:

- Keep track of all incoming and outgoing letters, Peshnihads and Istelams
- Manage and make sure that all correspondence are replied and executed on time.
- Work closely with all divisions and departments on administrative issues especially with Finance, Archive and Office of Chief of Staff.
- Support the HR Department in relevant issues.
- Call the candidates for interview.
- Support and Keep record of all Filling system in proper practiced HR filing mechanism,
- Provide support in the maintenance and management of employees' leave balance tracker.
- Record the employees leave balance in the tracker as the received leave forms
- Report to the HRD for absent employees.
- Update all Administrative database
- Update the attendance sheet of the employees.
- Prepare the monthly time sheet for the employees.
- Support in the Preparation of weekly and monthly attendance report.
- Keep record of all administration files in a proper filling system.
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- Prepare the monthly salary report of employees.
- Any other tasks assigned by line manager.

## **Qualifications:**

- Minimum, Diploma in management (DBA) is required and bachelor degree in relevant field is preferred

## **Experience/Personal skills:**

- Experience in related field, minimum 2 years
- Good Communication and interpersonal skills
- Proficient in Ms-Office applications especially Ms. Excel, Ms. Word and Power Point
- Proficiency in both official Languages of the Country and English language

## **Applications:**

Interested and eligible candidates are encouraged to apply for the position, by sending their interest letter including updated CV to the below mentioned address before 14<sup>th</sup> August, 2016

Human Resources Department  
Capital Region Independent Development Authority (CRIDA)  
House #4, Street #6, 10th Precinct  
Qala-e- Fathullah Khan  
Kabul, Islamic Republic of Afghanistan  
Email: [jobs@crida.gov.af](mailto:jobs@crida.gov.af)  
[CC: mraza.nayeel@crida.gov.af](mailto:mraza.nayeel@crida.gov.af)

CRIDA will not be able to respond to inquiries about application status and will only contact short-listed candidates.