



جمهوری اسلامی افغانستان  
بورد مستقل انکشاف شهر جدید کابل  
اداره انکشاف شهر جدید کابل (دهسبز و باریک آب)



## TERMS OF REFERENCE

<b>Title of Post:</b>	<b>Archive Assistant/ Postman</b>
<b>Project Title:</b>	<b>Dehsabz - Barikab City Development Authority (DCDA)</b>
<b>Number of positions</b>	<b>1</b>
<b>Duty Station:</b>	<b>Kabul- Afghanistan</b>
<b>Announce Date:</b>	<b>18/05/2016</b>
<b>Closing Date:</b>	<b>24/05/2016</b>
<b>Duration:</b>	<b>One year extendable</b>

### DCDA Background:

In 2006, the President of Afghanistan established an Independent Board for the development of a new city in the Dehsabz area of Kabul. The Board now consists of H.E Advisor to the President on construction, Power, Mines and water affairs as acting chairperson of the Board, H.E. Minister of Finance, Minister of Economy, Minister of Interior, Minister of Urban Development Affairs, Minister of Agriculture, Irrigation and Livestock, Director General of IDLG, Kabul Mayor, Afghanistan Independent Land Authority (ARAZI), Afghanistan Chamber of Commerce and Industry (ACCI) as the leading private sector representatives, urban planning specialists and Kabul Governor (attends as guest) are the members of the Kabul New City Board.

As a national priority, the Board formed the Dehsabz City Development Authority (DCDA) in late 2006 as its authoritative and implementing body for New Kabul City Master Plan. The DCDA was tasked to pave the way, through mostly private sector-led activities, for the administration, design, documentation, marketing, implementation and maintenance of this exciting new economic hub for Afghanistan and the region.

A number of European companies specializing in urban design, water management, and sustainable environment and landscaping, business strategies and energy resource management were commissioned to develop the conceptual master plan for the new city. Preliminary conceptual designs, initial feasibility, technical and economic impact studies and a 1:20000 model of future city were complete. With the assistance of Japan International Cooperation Agency (JICA), the master plan of the New City is now complete and endorsed by the Afghan Cabinet. The project is now moving into the implementation phases and enjoys growing support from the national and international private sector as well as government agencies.

DCDA as an implementing organization for Kabul New City is operating with a top level of professionalism. All DCDA staff are recruited in a highly competitive manner. It aims to build its capacity for implementation phase of the new city.

DCDA is currently looking for an Archive Assistant/ Postman to play active role in urban planning division and contribute in managing and preparation of multidisciplinary urban plans and designs for achieving the strategic goals of KNC on objective basis.

### Reporting Line:

The Archive Assistant/ Postman will report to the Archive Manager of DCDA

### Duties/Responsibilities:

Main Duties and Responsibilities:

- Receive the incoming letters, process internally, record into the archive database and distribute to the internal divisions and departments.
- Follow up of the incoming letters with internal division and departments for on time execution
- Record, issue and deliver the outgoing letters, reports, invitation cards and other official documentations to the relevant organizations and institutions on time.
- Scan and digitize all the incoming and outgoing documentations
- Make sure that all types of documents are distributed and reached to concern parties on time
- Perform the duty of copying, printing, binding and compiling documents and reports.
- Maintain proper and efficient and up to date database, digital recording and hard copy recording of all sorts of documentation.
- Promote on time, cost effective and appropriate document processing in/to archive.
- Provide effective archive services to all divisions and departments of the DCDA
- Helping in overall works of archive department.
- Ensuring that archive documents are kept safe, secure and confidential.
- Any other task assigned by the supervisor or management of DCDA.

### **Qualifications:**

- High School graduate with preference to Bachelor degree in BBA, BBM, Sociology or related field;

### **Experience/Personal skills:**

- 2-4 years experiences in the relevant field
- Good oral and written skills in Dari, Pashto and English languages;
- Be honest, tactful and possess good interpersonal characteristics
- Diligent and enthusiastic, willing to work long hours and under pressure;
- Excellent computer skills are required (Ms. Word, Ms. Excel and Ms. Power point )
- Proven ability and knowledge of modern office procedures
- Frequent interaction and contact with local government and non-government officials
- Ability to be a good team-player, to manage and function within a diverse multiethnic and multicultural working environment

### **Applications:**

To apply for the above position, please email your application, together with an update CV before 24<sup>th</sup> May 2016.

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

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