



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

**Title of Post: Finance Specialist**

**Project Title: Capital Region Independent Development Authority (CRIDA)**

**Duty Station: Kabul- Afghanistan**

**Announce Date: 02/11/2016**

**Closing Date: 13/11/2016**

**Duration: One year (with 3 months probationary period)**

### 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 7,735 km<sup>2</sup>. In order to make 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 a **Financial Specialist** to play an active role in managing financial activities of the projects, meanwhile developing the relevant activities/tasks for achieving the business development and donors' attraction goals of CRIDA on objective basis.

Under the direct supervision of Business Development and Donors' Attraction Manager, the Finance Specialist is responsible for ensuring the highest efficiency in financial resources management and the provision of accurate, thoroughly researched and documented financial information, effective delivery of financial services, and transparent utilization of financial resources and management of the CRIDA projects. S/he analyzes and interprets the financial rules and regulations and provides solutions to a wide

spectrum of complex financial issues. The Finance Specialist promotes a collaborative, client-oriented approach consistent with GoA rules and regulations.

### **Reporting Line:**

The Finance Specialist would directly report to Business Development and Donors' Attraction Manager/Investment Regulation's Director.

### **Duties/Responsibilities:**

- Ensure effective and accurate financial resources management and oversight, implementation of financial/economic strategies and procedures of CRIDA projects.
- Financial analysis and oversight for all resources managed by the CRIDA projects and provision of high-quality professional advice to the business development and donor attraction department.
- Proper financial planning of the projects in accordance with CRIDA policy and plan.
- Prepare and oversight of the projects cash management processes, including liquidity management, risk assessment and timely accounting and reconciliation of all transactions.
- Drafting the quarterly investment reviews that discuss in detail the investment activity, performance and financing and investment characteristics of each project.
- Ensure appropriate and effective financial and full compliance of financial activities, financial recording/reporting system, regulations, policies and strategies, implementation of the effective internal control, proper design and functioning of the financial resources management system, as per the GAAP (Generally Accepted Accounting Principles).
- Continuous analysis and monitoring of the financial situation, presentation of forecasts for development and management of projects.
- Elaboration of the framework and conditions of contribution within the project resource mobilization efforts.
- Routinely monitors financial exception reports for unusual activities, transactions and investigates anomalies or unusual transactions of the specified projects.
- Management of all financial resources through planning, guiding, monitoring and controlling of the resources in accordance with CRIDA policies and regulations.
- Manage revenue generation of the projects and prepare cost estimations for Business plans.
- Prepare presentations and represent CRIDA in all the high level meetings with stakeholders if necessary.
- Assist in development of appropriate Business Models.
- Elaboration of proper mechanisms to eliminate deficiencies in the business plan.
- Responsible to control and monitor the financial closure of the projects.
- Establish sound working relationships with all the stakeholders of CRIDA projects.
- Develop and implement strategies for compliance with audit requirements.
- Other activities as requested by Business Development and Donors Attraction Manager and IR director.

### **Skills and Qualifications:**

- Master's Degree or equivalent in Finance, Business Administration and Economics or any related field.
- 5 years or more, of relevant experience in complex economic projects at the national or international level in providing financial management services.
- Strong interpersonal verbal and written communication skills.
- Excellent financial and analytical skills.

- Experience in managing complex organizational relationships at the highest levels, most efficiently in Government Sector.
- Experience leading teams in a complex and sensitive environment.
- Must have knowledge of Afghanistan Government financial policies, rules and regulations (Specially Ministry of Finance).
- Experience in usage of computers, SPSS, Quick Books and office software packages (MS Word, Excel, etc.).
- Advance knowledge of spreadsheet and “data base” packages, experience in handling of web based management systems.
- Good oral and written skills in Dari, Pashto and English languages.
- Diligent and enthusiastic, willing to work long hours and under pressure.

### **Applications:**

To apply for the above position, please email your application, together with an update CV before 13<sup>th</sup> November, 2016 to:

Human Resources Department

Capital Region Independent Development Authority (CRIDA)

House #214, Ansari 1<sup>st</sup> Street, 4<sup>th</sup> Precinct

Solh Road, Haji yaqoob Square

Kabul, Islamic Republic of Afghanistan

**E-mail:** [jobs@crida.gov.af](mailto:jobs@crida.gov.af)

**CC:** [mrza.naveel@crida.gov.af](mailto:mrza.naveel@crida.gov.af)

**Note:** CRIDA will not to respond to inquiries about application status and will only contact short-listed candidates.