



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



TERMS OF REFERENCE

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| Title of Post: | Manager for Mohammad Agha Economic Zone Development |
| Project Title: | Dehsabz - Barikab City Development Authority (DCDA) |
| Number of positions | |
| Duty Station: | Kabul- Afghanistan |
| Announce Date: | 23/05/2016 |
| Closing Date: | 05/06/2016 |
| Duration: | One year extendable |

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 a Manager for Mohammad Agha Economic Zone Development 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.

General Description/Background:

Regional development as a principle of urban development is one our mission and DCDA is seeking to launch City Region Economic Development Program for the capital region of Afghanistan, this program will promote local products, provide ample job opportunities, boost economy of city region and enhance the quality of life through providing infrastructure. Moreover, balanced development across the capital

region and paying more attention to the less developed area is our mission's priority. This program will cover the development of light industries, agro-based industries, special economic zones, decentralization of wholesale markets and relocation to the city peripheries and development of economic recreational zones as promoting social activities and income generation sources.

Mohammad Agha economic zone is one of our sub-programs which will be developed under the City Region Economic Development Program.

Thus, DCDA is looking for the manager of Mohammad Agha economic zone development, whom will take the responsibility of management and organization of tasks and priorities according to the below obligations.

Reporting Line:

The Manager for Mohammad Agha Economic Zone Development will report to Urban Planning Division Director through Economic zones development senior manager.

Accountabilities/Responsibilities:

Specific and key accountabilities and responsibilities are outlined as under:

Duties and responsibilities

- Manage and organize the tasks and prepare detailed work plan (Weekly, Monthly and Annual)
- Prepare or support the "Strategic Development Plan" for Mohammad Agha Economic Zone Development.
- Perform and review research work in related field, struggle for innovative ideas and find adaptable global experience
- Prepare development plans for the development of Mohammad Agha economic zone with close coordination of urban planners, architects and agriculture economists
- Integrate infrastructure planning concepts in preparation of Development Plans
- Assist in preparation of methods, manuals, tools, guidelines, standards and processes for the development of economic zone in order to guide and promote sustainable concepts
- Under the guidance of Urban Planning Division director, serves as a representative of DCDA at meetings, presentations, and public hearings/reviews relative to assigned projects
- Prepare Terms of References for the planned projects of Mohammad Agha economic zone
- Participate in review of technical documents and drawings such as development plans of economic recreational zone
- Under guidance of Urban Planning Division Director, coordinate the activities of Mohammad Agha development department with other divisions and departments of DCDA
- Preparation of comprehensive technical and meeting reports
- Performs other duties as assigned
- Understanding of overall land development concepts, developmental trends and priorities

Leadership and Management:

- Leads his project management team towards the achievement of DCDA's goals
- The Manager for Mohammad Agha Area Development will be responsible for the management of Mohammad Agha area Projects
- Manage development plan preparation and provide facilitation to the planners

- Executing of projects including technical, financial, approvals and permitting issues
- Coordinate and supervise the Development projects to ensure the goals and objectives are accomplished within prescribed time frame and funding parameters
- Prepare project work plan and as well multi-disciplinary staffing for each phase of project
- Implement the approved design within established budget restraints
- Manage consultants, trade partners, governmental agencies, utility providers and others to keep projects on time and budget
- Supervise, lead and cooperate with Department team in their day to day operations
- Assist in developing policies and strategies for departments and ensure smooth flow of operations
- Demonstrate full and active participation in both planning and implementation of the projects
- Promote a courteous environment and efficient operations by introducing new procedures as per the policies of DCDA and corporate laws of Afghanistan
- Prepare periodic reports on the progress of project

Reporting /Coordination /Donors Relations:

- Respond to the planning and design matters of Mohammad Agha economic zone
- Respond to all operational and other management reporting requirements in accordance with internal policies of DCDA
- Struggle for the attraction of donors towards the project of Mohammad Agha Economic zone Development
- Build lasting and viable relationships with key donors
- Maintain a steady flow of information with donors and Co-financiers on operational related matters
- The Manager for Mohammad Agha Economic Zone Development will liaise with cooperating partners and will present the DCDA in relevant donor fore.
- Fulfill and ensure timely reporting to governments, donors and other as required by the law
- Preparation of the reports over the progress of the project
- Reporting about the performance of his team.
- Providing material for budgeting and forecasting of the future

Qualifications and Experience:

- Bachelor degree in urban Planning, Architecture or Agriculture engineering is required. Higher degree in the relevant field and project management knowledge will be an advantage.
- Minimum 5 years of experience in the field of planning and project management
- Previous experience planning, development or project management

Demonstrated experience in the management and supervision of staff.

Skills Required:

- Ability of having organization development and project management
- Ability to conduct economic and environmental justification of the land development
- Ability to conduct technical meetings with divisions of DCDA and be able to participate in the meetings with donors and developers
- Having skill of team player and transferring knowledge are essential.
- The person must be able to work independently and without constant supervision
- Good communication skills are essential to ensure cohesion with other members of the DCDA technical team
- Ability to meet deadlines, ability to allocate and review priorities
- Must have strong analytical skills of planning, design and implementation
- Ability to use computer soft wares such as MS office package, Auto CAD and other relevant soft wares

- Excellent knowledge of written and spoken English and Afghan national Languages.
- Ability to meet the dead lines

Applications:

To apply for the above position, please email your application, together with an update CV before 5th June 2016.

Human Resources Department
Dehsabz City Development Authority (DCDA)
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Qala-e- Fathullah Khan
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DCDA will not be able to respond to inquiries about application status and will only contact short-listed candidates.