



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: Project Manager

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul – Afghanistan

Number of Positions: 3

Announce Date: 29/08/2016

Closing Date: 10/09/2016

Duration: One year

Background:

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, in order to create safe urban environment and tackle the problems caused by ever increasing population growth in the capital considering the concentrated economic activities and services provision, Dehsabz City Development Authority (DCDA) has been promoted to Capital Region Independent Development Authority (CRIDA) having the authority as Independent Budgetary Unit and Governmental profitable entity within the organizational structure of the Islamic Republic of Afghanistan.

The capital region comprises the Kabul city including its all districts, Maidan Shahr City of Maidan Wardak Province, Charikar City and the districts of Bagram and Jabal Siraj of Parwan province, Mahmud Raqi City and Kohistanat district of Kapisa Province, Pul-i-Alam City and Mohammad Agha and Khoshi districts of Logar Province. The total area of the capital region surrounds more than 7735 km².

Capital Region Independent Development Authority (CRIDA), not only develop Kabul New City Master Plans 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, full of greenery, cultured with booming industries and commerce, sports and tourism and ultimately a city with all facilities that are available in any modern city of the world.
2. Building a metropolitan city that is self-reliant and sustainable, a city that has infrastructure and facilities of high standards with healthy physical environment.
3. Building a city that is free of ethnic, linguistic, racial and religious prejudices
4. Promoting urban culture and enhancing the standard of city life through development of the Capital Region.
5. 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 Project Manager to play active role in management implementation of the projects for achieving the strategic goals of CRIDA on objective basis.

Reporting Line:

The Project Manager will report directly to the PM Director of CRIDA.

Objective:

The Project Manager is responsible for planning, executing, and evaluating projects according to predetermine timelines and budgets. Building and managing project teams, reporting to the Project Sponsor, and ensuring quality control throughout project life cycles are central to this position.

Duties/Responsibilities:

Specific and key accountabilities and responsibilities outlined as below:

- To plan the phases of the Project Implementation.
- To keep the national and international standards of Project Implementation system throughout the projects.
- Manage project development from initiation to closure.
- Be accountable for project results and quality according to predetermined goals and objectives.
- Work with stakeholders to complete project charter outlining scope, goals, deliverables, required resources, budget, and timing.
- Complete work breakdown structure to estimate effort required for each task.
- Provide a project schedule to identify when each task will be performed.
- Clearly communicate expectations to contractors, team members and stakeholders.
- Act as a mediator between stakeholders and team of CRIDA.
- Resolve any issues and solve problems throughout project life cycle.
- Effectively manage project scope by ensuring any changes to scope are documented and approved with project change request forms.
- Track and report on project milestones and provide status reports to the leadership.
- Lead, coach, and motivate project team members on a proactive basis.
- Determine how results will be measured and complete a post-project evaluation to determine how well results were achieved.
- Develop tools and best practices for project management and execution.
- Lead, supervise and cooperate with site Engineers.
- Prepare technical reports on related issues.
- Manage the project quality, cost and schedule.
- Manage and organize all engineering files and technical documents.
- Perform Risk analysis and define mitigation measures for reducing the risk impact on project activities.
- Other tasks and assignments as assigned by PM Director or CRIDA Leadership;

Qualifications:

Professional Skills:

- Bachelor/Master degree in Civil Engineering, project management or any other related field
- Minimum 10 years experiences related project management;
- Preferably be certified by international project management institutions such as PMI, Prince2 etc.
- Deep understanding of on ground Project Implementation;
- Familiarity with project management tools and software packages;
- Good knowledge of Auto Cad;
- Good knowledge of Ms. Office;
- Previous similar experience in designing and implementation of different projects;
- Proven abilities to produce technical guidelines;
- Excellent writing and spoken Dari, Pashto and English are an asset;
- Strategic, operational, and technical marketing & management skills;

- Rapidly adapt and respond to changes in environment and priorities;
- Excellent communication skills; and
- Excellent leadership qualities, personnel, and team management.

Applications:

To apply for the above position, please email your application, together with an update CV before 10th September, 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
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CRIDA will not be able to respond to inquiries about application status and will only contact short-listed candidates.