



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: Recruitment Officer

Project Title: Capital Region Independent Development Authority (CRIDA)

Duty Station: Kabul- Afghanistan

Announce Date: 07/08/2016

Closing Date: 15/08/2016

Duration: on 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 km². 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 Recruitment Officer to play active role in HRD/Administration division and contribute in managing and preparation of multidisciplinary tasks for achieving the strategic goals of CRIDA on objective basis.

Reporting Line: The Recruitment officer will be reporting directly to the Deputy Admin/Admin Director

Duties/Responsibilities:

اداره مستقل انکشاف زون پایتخت | قلعه فتح الله خان، سرک نمبر 6، خانه نمبر 4، ناحیه دهم | کابل، افغانستان

Qala-e-Fatehullah Khan, Street # 6, House # 4, 10th precinct | Kabul, Afghanistan | Ph: +93 (0) 75 2035153

www.crida.gov.af | www.facebook.com/crida.afg | www.twitter.com/crida_afg | www.linkedin.com/company/crida.afg

- To provide over all support to the HR Section in regards to the recruitment and selection included but not limited to: a) advertisement development; b) CV compilation; c) long lists preparation; d: Interview Packages to the Interview panel; and e) any other related tasks assigned by the line manager as per the requirements of the CRIDA
- To assist the division heads in short listing and compiling the reports as per the needs of the Human Resources Department
- To ensure the recruitment tracker is kept updated all the time
- To ensure the recruitment policy and procedure of CRIDA is organized and implemented according to the enforced laws and regulation of the country
- To ensure the transparency is maintained throughout the whole recruitment process
- To ensure assistances is provided to all division heads in recruitment process
- To ensure the professionalism and good communication system is in place and HR department is well aware of the recruitment status
- To assist HR Department in other HR related activities when and where required
- Provide support on staff training and development
- To carry out any other related and legal assignment given by superior

Qualifications:

- The minimum requirements is Bachelor Degree in:
 - Human Recourses Management
 - Public Administration
 - any other relevant field

Experience/Personal skills:

- 3-5 years of experience in related field
- Good Communication and interpersonal skills
- Proficient in Ms-Office applications especially Ms. Excel, Ms. Word and Power Point
- Proficiency in Dari, Pashtu and English languages

Applications:

To apply for the above position, please email your application, together with an update CV before 15th 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
 CC: mrza.nayeel@crida.gov.af

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