



Islamic Republic of Afghanistan
Capital Region Independent Development Authority
Project Management and Implementation 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/TOR/(CRIDA/PM/2016/000)/xxx

TERMS OF REFERENCE

Title of Post: Senior Survey and GIS Manager

Project Title: Capital Region Independent Development Authority (CRIDA)

Job Location: Kabul- Afghanistan

Announce Date: 02/11/2016

Closing Date: 15/11/2016

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 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 Senior Survey Manager to play active role in Project Management & Implementation division and contribute in managing and preparation of survey plan for all project applied to CRIDA area.

Reporting Line:

اداره مستقل انكشاف زون پایتخت | چهاراهی حاجی یعقوب، جاده صلح، کوچه نمبر اول انصاری، خانه نمبر 214، ناحیه چهارم | کابل، افغانستان

CRIDA| Haji Yaqoob Square, Solh Road, Ansari 1st street, House # 214, 4th Precinct | Kabul, Afghanistan

Ph: +93 (0) 75 2035153

The survey senior manager will report directly to the Project Manager or PM Director.

Duties/Responsibilities:

The proposed surveying senior manager will be leading and assisting the Survey, Research and GIS team in survey Department, for all technical divisions and departments related to CRIDA, , including the following:

- Manage and organize the tasks and prepare detailed work plan (Weekly, Monthly and Annual)
- Managing several engineering survey teams and provide assistance
- Conduct capacity building programs for the team leaders and survey engineers
- Manage and supervise the members in providing GIS facilitations
- Participate in review of technical documents and drawings related to survey and GIS
- Performing topographical surveys of different sites, both for the planning purposes and land assessment and ownership;
- Leading team/teams of surveyors to their site after giving them all necessary information on the purpose and extends of the task;
- Prepare assessment and analysis of the site's particulars, including those of difficulties that can be encountered to complete the tasks;
- Perform and review research work in related field, struggle for innovative ideas and find adaptable global experience
- Prepare guidelines and extents of surveying task based on the above assessment.
- Prepare surveying plans, which includes locations of Bench Marks, contour lines, profiles of different features of the land and helping aerial surveying teams with necessary field
- Reviewing electronically and or achieving survey drawings and other data;
- Reviewing daily, weekly and monthly progress report of team members
- Coordinate all survey and GIS related issues with internal divisions, security team and other required entities and individuals
- Help in negotiating with governmental or private organization in relation with surveying information and requirements;
- Participate in internal and external meetings as required by the CRIDA.
- Preparation of comprehensive technical and meeting reports
- Performs other duties as assigned

Leadership and Management:

- Leads his survey and GIS team towards the achievement of CRIDA's goals
- 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
- 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
- Demonstrate full and active participation in both planning and implementation of work
- Prepare periodic reports on the progress of project

Qualification and Requirements:

Academic Qualification:

- Minimum of BSc in Geodesy or Cartography engineering is required. Higher degree will be preferred
- Academic and/or actual experience of field works will be appreciated.

Relevant Work Experience:

- At least 7 years' experience of surveying in the field;
- Extensive knowledge/experience and skillful use of Total Station, Theodolite, level DGPS, GPS and other advance survey instruments;
- Capability of performing topographic survey, setting out of projects, calculating cut and fill and preparation of site development plans;
- Knowledge and experience in skillful use of computer and its relevant software's, such as GIS, AutoCAD Civil 3D, MS office, MS project, GIS and other related software's;
- Knowledge of drafting survey data in plans, profiles, section etc.
- Excellent knowledge of written and spoken English and national languages.

Other Essential Proficiencies:

- Promote linkage between Survey, Research and GIS Department of CRIDA and other local government, legal institutions;
- Good communication and presentation skill.
- Ability to prepare training programs for CRIDA's staff.

Administration Skills:

- Excellent communication skills, both orally and written;
- Ability to work effectively with people from diverse background;
- Sound organizational skills and methodical approach to work;
- Efficiency and result – orientation in a multi-tasking environment;
- Good in translation and interpretation skills (English, Dari and Pashto);
- Self-motivated and good at trouble shooting;
- Ability to perform effectively under pressure and with short deadlines;
- Display cultural, gender, religious and other sensitivities;
- Analytical and strategic thinking;
- Practicing patience and understanding feeling of others;

Applications:

To apply for the above position, please email your application, together with an update CV before 15th November, 2016 to:

Human Resources Department

Capital Region Independent Development Authority (CRIDA)

House #214, Ansari 1st Street, 4th Precinct

Solh Road, Haji yaqoob Square

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.