

## Senior Finance Specialist, Citizens' Charter, Ministry of Finance

### Job Description:

<b>Job Title</b>	Senior Finance Specialist
<b>Vacancy #</b>	MBAW-171-17
<b>Location</b>	Kabul
<b>Organization</b>	Citizens' Charter Unit, Ministry of Finance
<b>Job Category</b>	Financial Management
<b>Type of Contract</b>	Full Time
<b>No of Job</b>	1 person
<b>Experience</b>	7 years
<b>Education</b>	Bachelor in Finance, Master is preferred
<b>Nationality</b>	Afghan
<b>Starting Date</b>	End of November
<b>Duration of Initial Contract</b>	One year, with possibility of extension.
<b>Probationary Period</b>	Three Months
<b>Application Deadline</b>	5 <sup>th</sup> November 2017-18 <sup>th</sup> November 2017
<b>Salary</b>	NTA Grade B
<b>Contract</b>	Will be issued to the winner candidate

### 1) Background

Making Budgets & Aid Work (MBAW) project provides the essential support to the Ministry of Finance to strengthen budget planning, implementation and monitoring processes. In addition, the project promotes the effective use of the national budget as a tool for coordination of international development assistance to the government of Afghanistan through implementing various activities that build on the outputs and outcomes of the project.

The Citizens' Charter is a promise of partnership between the state and communities. It is a foundation stone for realizing the government's development vision. The program is a whole-of-government effort to build state legitimacy and end fragmentation. The Charter is a commitment to provide every village in Afghanistan with basic services, based on community prioritization. A key aspect of the Charter is the use of unified village-level budgeting and financial reporting so that communities can oversee their own development goals, the quality of service delivery, and report grievances. The Charter will promote inclusive development and accountability at all levels. It will give a voice to vulnerable

Community Development Councils (CDCs) are at the heart of the program. The locally elected boards were first established under the National Solidarity Program (NSP). They are tasked with planning, negotiating, and managing development investments. The Councils are trained in financial management and bookkeeping, and in basic principles of transparency, participation, and accountability. Under the

Charter, the government will invest to strengthen the capacity and role of CDCs, so they become more inclusive and transparent. The Charter will train CDC members in fiduciary management and participatory planning. Existing *Shuras*, such as health, education, and agriculture committees, will become subcommittees. They will carry out technical functions and coordinate with line ministries, while providing CDCs with financial and planning information, allowing villages to manage and implement a

single and transparent budget and development plan. Over time, CDCs will take on additional roles where participatory planning can build legitimacy and improve efficiency, such as disaster preparedness and relief; reintegration; linkage to markets; and access to justice. The NPP for Women's Economic Empowerment will use CDCs to introduce small business training centers for poor women.

### **Vision**

The Citizens' Charter aims to build united villages, neighborhoods, cities, that share a common vision for building the Afghan nation.

The heart of the Citizen's Charter is a compact between the Government and the Community Development Councils. In this compact, over the next 10 years the Government will provide communities with the most important services such as drinking water, health, education, electricity, irrigation systems, agriculture extension and roads, In exchange, communities will be honest and transparent in their use of funds, they will ensure that all village men and women benefit from services provided through the Charter, and they will provide security to government workers.

### **Operating Principles**

All Stakeholders in the Citizens' Charter, including CDCs and the government, will be guided by the following principles:

1. Afghanistan's people are the nation's greatest asset and the Government's partner in development
2. Communities are the best placed to identify their own development needs;
3. Everybody in the community should benefit, especially the poor.
4. CDCs and Cluster CDCs will guide development in their communities.,
5. CDCs will maintain public infrastructure
6. Fraud and the misuse of funds can lead to losing funding from the Government
7. Poor men and women will be included in local bodies and activities (CCDCs/ sub-committees; planning, implementation, monitoring)
8. Community Development Plans should take into accounts the needs and problems of women, as well as marginalized and vulnerable groups such as people with disabilities, widows, and the destitute, who are the social and religious responsibility of all Afghans.

#### **1) Organizational Context**

Under the direct supervision of the Citizens' Charter Unit Head at the Ministry of Finance and the World Bank, the Senior Finance Specialist will provide the relevant public financial management support for the programme. She/He will be responsible for consolidation and overall reporting of all financials from MRRD and IDLG to the World Bank.

## **2) Summary Of Key Functions**

- Manage the financial affairs of the CC across the 6 ministries (MRRD, IDLG, MAIL, MoE, MoPH and MoF)
- World in regular coordination with MRRD, IDLG and other line ministries to monitor all financial matters related to Citizens' Charter
- Collect financial data from the relevant ministries and develop financial reports both for the Government of Afghanistan and the World Bank
- Coordinate with Treasury and Budget departments to ensure all CC allotments and payments are transferred in an effective and timely manner by Treasury and Budget Departments of the Ministry of Finance.
- Ensure financial accountability for the CC program
- Follow up the budget execution rate regularly with the CC ministries and prepare new budget plans
- In coordination with CC ministries identify budget gaps for the program and prepare necessary reports on budget gaps for the senior management of Ministry of Finance and the WB
- Any other duties as assigned by the CC unit head

## **B) Person specification – Essential Criteria:**

The CC Team is looking for a dynamic, measured, team builder who can engage the staff and partners to build inclusive environments for poverty reduction and government legitimacy. He or she must have strong program management skills and can lead a team in a challenging operational environment. Working background with government institutions particularly in the areas of governance, public administration and administrative reforms in the framework of National Priority Programs is needed.

### **Experience:**

- Working experience with government financial systems.
- Considerable experience in undertaking PFM assessments preferably using the PEFA framework
- Broad knowledge of and linkages between the key areas of the budget and accountability cycle including; budget planning, preparation and execution, procurement and revenue management including taxation.
- Demonstrate a good understanding of PFM systems in Afghanistan
- Demonstrate good organizational, communication, and report writing skills as well as an excellent command of the English language.
- Poverty reduction and livelihoods projects experience
- Demonstrable successful track record in multimillion programs

- Grant management and reporting – experience of working on government and World Bank funded projects would be an advantage
- Setting up financial monitoring and evaluation systems

**Competencies (Soft Skills):**

- The ability to think and manage strategically
- Rigorous budget expenditure management
- Financial risk management
- Excellent computer skills
- Sensitive to the needs of a diverse team, while being able to take effective decisions and negotiate commitment to them in the face of disagreement
- Ability to be administratively self-sufficient and work in challenging operational environment and a small, dynamic unit with limited resources
- Effective negotiator
- Diplomatic
- Transparent and accountable
- Willingness and ability to travel to provinces
- Commitment to CC aims, values and mission
- Have strong English language skills and Dari and/or Pashto

**Qualifications:**

- Master degree in Finance, Economics, or Business Administration
- Five years regular and relevant work experience

**Desirable Criteria:**

- Experience of working on National Priority Programs
- Experience in the delivery of results oriented/ tangible results programs and projects
- Experience of multi sector programs and projects

**C) Contract Terms**

- Working hours are from 8AM to 4PM in the government of Afghanistan. 40 hours per week.
- Occasional visits to provincial centers and districts are required
- Annual leave and sick leave is applicable as per the government policy
- Pension, health insurance and food is not covered under this contract
- Transportation and Field visits travel costs along with mobile top-ups will be provided as per the government policies.

**Submission Guideline:**

- Please send your update resume along with 1 page cover letter expressing your suitability for this position to [mbaw.vacancies@mof.gov.af](mailto:mbaw.vacancies@mof.gov.af) Make sure you mention the VA # (MBAW-171-17) in the subject line of your email.