



د افغانستان اسلامي جمهوري دولت
وزارت اطلاعات و فرهنگ

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د اطلاعات او فرهنگ وزارت



Islamic Republic of Afghanistan
Ministry of Information & Culture
Directorate of Archaeology
Afghanistan Extractive for Development
AE4D/PMU

REQUEST FOR EXPRESSIONS OF INTEREST

Consultancy Services: Admin/Finance Assistant
(Female Candidates are highly encouraged to apply)
Duty Station: Kabul

Islamic Republic of Afghanistan
Afghanistan Extractives for Development
Consulting Services: Individual Consultant
Project ID: P159402
Ref #: MoIC/AE4D/CT-017-29

Background:

The Government of the Islamic Republic of Afghanistan has received a grant from the World Bank toward the cost of achieving Afghanistan Extractives for Development. The Project is being implemented through a Program Management Unit (PMU) within the Ministry of Information & Culture. The PMU is now seeking a well qualified individual consultant for the position of Admin Assistant.

Job Summary:

The Admin/Finance Assistant will assist Mes Aynak Specialists (Procurement, Finance and ESE) of the Program Management Unit (PMU) as defined below and will report to him

Duties & Responsibilities

The main duties and responsibilities of admin/finance assistant is, to undertake /assist in daily function of program management unit (PMU) as follows;

- Handle administrative requests and queries from senior levels.
- Properly arrange filing of documents and carry out regular maintenance of the Project.
- Shopping small items of goods and or any needed material /services for daily operation activities.
- Update records in the computer system and maintain electronic and hard copy filing system.
- Take meeting minutes and maintain proper records.
- Write emails, Official letters (Maktob, Istilam and request) in a professional manner.
- Assist Procurement Specialist in preparation of bidding documents for the procurement of goods and services in accordance with the guide lines of the World Bank and Public procurement procedure;

- Able to use printer, copier and scan machines
- Assist Project staff in daily activities;
- Reception of visitors photocopies and mail services,
- Prepare duty roster for the cooks and guards; day-to-day supervision of property management including guards, cook and cleaners and office maintenance. Ensure the office and compound are clean and maintained at a routine schedule.
- Maintain and monitor attendance book; alert supervisors to poor attendance records of relevant staff.
- Responsible for maintaining supply of all admin documents and making them available for all project staff;
- Responsible for facilitating visas and other legal documentation for project staff.
- Assist in the collection of monthly timesheets of support staff.
- Maintain a computerized inventory of all assets belonging to Project (includes coordination with other Departments).
- Assist with implementation of asset tracking system including use of asset tags, movement of assets and upkeep of an asset register.
- Answer to office telephone and recording of public complaints'
- Keep a proper filing system, for all financial and administrative documents.
- Process allotments, payments and acquittal forms daily at the Ministry of Finance and keep the tracking sheet updated.
- Any other tasks as require by the Project.

Reporting obligation:

- The Admin Assistant report to Project Director as his/her direct supervisor.

Qualification and Experience:

- Minimum (Bachelor Degree) in Economics, Business Administration, Accounting or Financial Management, Public Administration or other related fields,
- At least 4 years work experience in administration and finance with World Bank funded projects or international donors projects;
- familiarity with World Bank and Afghanistan Procurement procedures;
- Demonstrated abilities to take initiative, build consensus and make things happen;
- Ability to build strong relationships with clients and external stockholders.
- Good interpersonal skills and communication skills;
- Good spoken English with writing skills as well as Pashto and Dari, and knowledge of using basic computer programs (Ms. Word and Ms. Excel and accounting data bases);

The consultant will be selected in accordance with the procedures set out in the World Bank's Section V of [*Guidelines: Selection and Employment of Consultants by World Bank Borrowers*](#) (revised Jan 2011).

Expressions of interest (including CV and three referees) and educational documents should be sent to the email address below by no later than **16:00 hours (local time) aforementioned date**. Position title must be quoted on all correspondence and the Expression of interest.

Ministry of Information & Culture, Program Management Unit (PMU)

Attention: Mr. Ahmad Zia Anwari

HR Directorate, 4th floor, Ministry of Information & Culture.

Mohammad Jan Khan Watt, Kabul, Afghanistan.

Email: Khyber.massoudy@gmail.com; hr@moic.gov.af

Office phone: +93 (0) 20 221 4760