

# Program Officer

Announced Date: 2020-05-04

Last Deadline: 2020-06-13

<b>Organization:</b>	Ministry of Mines & Petroleum
<b>City:</b>	Kabul
<b>Job Location:</b>	Kabul
<b>Job Category:</b>	Program
<b>Vacancy No:</b>	MbMP/PSU/Directorate of Donor Coordination and Program Management-Program Officer
<b>Employement:</b>	FullTime
<b>No of Job(s):</b>	1

<b>Experience:</b>	4 Years
<b>Education:</b>	Bachelor in relate field
<b>Contract Duration:</b>	8 Months
<b>Salary Scale:</b>	As Per NTA Salary Scale Policy
<b>Nationality:</b>	Afghan
<b>Gender:</b>	Male/Female
<b>Deadline:</b>	2020-06-13

## About Ministry of Mines & Petroleum

Ministry of Mines and Petroleum is an enabler of the sector's development and steward of all mineral and hydrocarbon resources through the implementation of international best practice, policies, regulations and procedures to encourage environmentally and socially acceptable private investment. It is the responsibility of the Ministry of Mines and Petroleum to ensure progress in research, exploration, development, and exploitation of both minerals and hydrocarbons. The Ministry of Mines and Petroleum approach is to create the highest level of ministerial competence, promote clear and transparent investment opportunities through modern laws, regulation and policies; and develop a progressive and inviting fiscal regime. The Ministry of Mines and Petroleum has number of development projects which are setting up, supporting and monitoring through the PSU Directorate within the Ministry of Mines & Petroleum.

## Job Description

1. At all times S/he will be required to conduct themselves in a manner befitting an employee of the Ministry and demonstrate behavioral and attitudinal commitment to seeing through the Ministry's agenda and contributing to Afghanistan's economic growth.
2. Working closely with the Director of Donor Coordination of the Ministry of Mines and Petroleum and Afghan Governmental entities. The Government Program officer is expected to carry out the following expected activities:
3. The Program officer is responsible to follow-up current programs in order to achieve goals set for the Donor coordination unit
4. Analyze and evaluate generated reports assess the on-going activities communicate the progresses with the Director
5. Work on data management tools and systems to make sure that system and existing data is up to date
6. Establish and maintain relationships with key contacts in strategic partner organizations
7. Identify capacity building needs create capacity building proposals and cooperate with donors for the arrangements of such programs

8. Cooperate with team in quarterly assessment and evaluation of donor programs prepare for the end year donor conference
9. The Program officer has to make sure that the execution of donor projects are on schedule he/she has to keep in mind the deadlines
10. Undertake timely forecast for the contingency situations and risk mitigations
11. Define and requirements and plans for the project life cycle and define resources for the department operations
12. Help Program Manager to prepare presentations for the ministry and donors in order to highlight the current programs projects and activities
13. Coordinate scheduled reporting to meet institutional donor reporting requirements
14. Identify and track emerging opportunities through the institutional funding strategy and action plan
15. Any other responsibility or duty which is assigned by the department head or the top management in the Ministry of Mines and Petroleum

## Job Requirement

Minimum of Bachelor degree in Business Administration, Economy, Public Administration, BA and any other related fields. With minimum of 4 years of working experience in area related to office administrative support service.

## Submission Guideline

Expressions of interest (including CV and three references in word file) should be sent to the email address below by no later than March 27, 2020 at 16:00 hrs.

Applicants must mention below reference in the subject line of their emails if not the candidate application will not be consider.

MoMP/PSU/Directorate of Donor Coordination and Program Management-Program Officer

Ministry of Mines and Petroleum, Programs Support Unit (PSU)

Attention: Development Projects HR Unit 4th floor Main Building Ministry of Mines and Petroleum (MoMP) at Abdul Haq Square

Shafiqur Rahman Qasari, Projects HR Coordinator

Contact Number: 93 (0) 783130104

Submission Email:

recruitment.momp.psu@gmail.com

## Submission E-mail

recruitment.momp.psu@gmail.com

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