

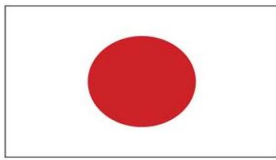
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the People of Japan**



International Organization for Migration (IOM)  
The UN Migration Agency

## Return of Qualified Afghans Programme TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title:	Technical Manager
Host Institution:	Bright Business Complex
City:	Kabul
Position number:	1
Organizational unit:	Administrative Unit
Reporting directly to:	Mr Khalid Stanikzai
Overall supervision by:	Mr Khalid Stanikzai
Managerial responsibility:	Mr Khalid Stanikzai
Directly reporting staff:	
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the direct supervision of Mr Khalid Stanikzai, and the overall supervision of Mr Khalid Stanikzai, the candidate will be primarily responsible for administrating technical issues.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p><u>Main duties and responsibilities:</u></p> <ol style="list-style-type: none"> <li>1. <u>Implement infrastructure operation, Maintenance, Upgrading and rehabilitation plan</u></li> <li>2. <u>Prepare Technical designs, and infrastructural maps,</u></li> <li>3. <u>Prepare Proposals and plans for the construction</u></li> </ol> <p><u>Other duties and responsibilities</u></p>	
IV. COMPETENCIES	
<p>The incumbent is expected to demonstrate the following technical and behavioural competencies:</p>	



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Behavioural

**Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

**Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients

**Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

**Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

**Creativity and Initiative**

- Proactively develops new ways to resolve problems

**Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests

**Performance Management**

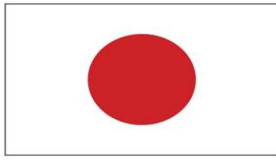
- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

**Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

**Professionalism**

- Masters subject matter related to responsibilities



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- Identifies issues, opportunities, and risks central to responsibilities
  - Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
  - Persistent, calm, and polite in the face of challenges and stress
  - Treats all colleagues with respect and dignity
- Teamwork**
- Actively contributes to an effective, collegial, and agreeable team environment
  - Contributes to, and follows team objectives
  - Gives credit where credit is due
  - Seeks input and feedback from others
  - Delegates tasks and responsibilities as appropriate
  - Actively supports and implements final group decisions
  - Takes joint responsibility for team's work
- Technological Awareness**
- Learns about developments in available technology
  - Proactively identifies and advocates for cost-efficient technology solutions
  - Understands applicability and limitation of technology and seeks to apply it to appropriate work

**Technical** (*specific to the job family*)

- The technical requirements are
- Being familiar with Auto Cad , GIS , SPSS , ENVI , QGIS

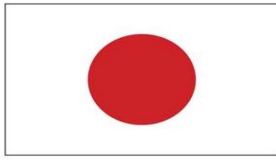
**V. EDUCATION AND EXPERIENCE** (*specific to the category and (expected) level of the position* )

- A Completed university degree in Master Urban Planning ( Accommodation planning).
- Minimum 1 years of relevant work experience in Technical management with demonstrable successes
- Excellent verbal and written communication skills in Dari/Pashto.
- \_\_\_\_\_
- \_\_\_\_\_

**VI. LANGUAGES**

Required

▪ Dari	Fluent
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<ul style="list-style-type: none"><li>▪ Pashto</li><li>▪ English</li></ul>	Fluent Medium
Advantageous	
<ul style="list-style-type: none"><li>▪ X y z</li></ul>	