



International Organization for Migration (IOM)  
The UN Migration Agency

## IOM- Return of Qualified Afghans (RQA) Project -2019/2020

### Terms of Reference

<b>Organization:</b>				<b>The Directorate of preservation of historic cities/ Ministry of Urban Development and Land (MUDL)</b>			
<b>Job Title:</b>		<b>Administration Manager</b>		<b>Job Type:</b>		<b>Full Time</b>	
<b>Number of Placements Available:</b>		<b>1</b>		<b>Closing Date:</b>		<b>2019/April/15</b>	
<b>Gender:</b>		<input type="radio"/> Male <input checked="" type="radio"/> Female		<b>Contract Duration:</b>		<b>10 months with a possibility for extension up to 12 months in Total</b>	
<b>Sector:</b>		<b>Engineering</b>		<b>Vacancy Number:</b>		<b>IOM-RQA 2019-2020 (MUDL) 001</b>	
<b>Sub Sector:</b>		<b>Economic</b>					
<b>Job Location (Province):</b>		<b>Kabul</b>		<b>City:</b>		<b>Kabul</b>	
<b>Context:</b>							
<p>Under the overall supervision of the Director, Directorate for Preservation of Historic Cities and the direct supervision Head of Administration and Finance Unit, the successful candidate will undertake the below mentioned responsibilities supporting the Directorate of Preservation Historic Cities.</p>							
<b>Responsibilities:</b>							
<ul style="list-style-type: none"><li>• Arrange meetings and daily programs within the Directorate.</li><li>• Record and document all correspondence including official letters, invitations etc.</li><li>• Ensure that all instructions are carried out in a timely manner and provide regular performance reports to supervisor.</li><li>• Ensure that all documentation id properly filed and managed.</li><li>• Perform other duties entrusted to the management as required.</li></ul>							
<b>Educational qualifications:</b>							



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Bachelor's Degree in Business Administration, Economics, Social Sciences, Arts or a related field and English Literature.

**Experience:**

At least one year's experience in a similar position.

**Languages:**

Fluency in Dari or Pashtu required. Working knowledge of English is preferred.