

## **TERMS OF REFERENCE**

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<b>Position Title:</b>	IT Consultant
<b>Ministry/Entity:</b>	Ministry of Industry & Commerce
<b>Location:</b>	Kabul
<b>Section:</b>	EIF Project
<b>Base/Duration:</b>	Contract based (12 months)
<b>Reporting To:</b>	Project Manager and Investment promotion directorate
<b>Reporting From:</b>	Subordinate employee according to organization structure

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**Objective:** *Editing and updating investment brand software in Afghanistan, which consists of a website, mobile investment software and other information technology related items*

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### **Key Responsibilities:**

#### **Specialized tasks:**

- Design, arrangement and editing of investment brand in Afghanistan (website, mobile investment software and android application) to activate and maintain the brand
- Responsible for launching, maintenance and development of investment brand software and database of investment promotion directorate.
- Analyzing, arranging and publication of information and investment opportunities of the country for both domestic and foreign investors through online tools and investment brand software in Afghanistan to develop investment.
- Collecting and analyzing of investment data and reports from reputable investment related websites and IPAs for the propose of providing information and publication.
- Cooperation and active participation in the arrangement and presentation of investment information in (Mail Chimp) to provide up-to-date information on investment in the country on a monthly and quarterly basis.
- Arranging marketing packages and promotional materials to attract domestic and foreign investors and publish it into (www. Investinafghanistan.af)
- Providing useful advice and participation to create an electronic platform using social media to coordinate with relevant ministries and agencies to receive and share investment data and information.
- Collaborating about arranging plans, presentations, marketing and holding online meetings using (zoom, skype and Facebook), etc.
- Create a database and listing of domestic and foreign investors to provide business matching service.
- Cooperation and coordination to establish face-to-face and virtual meetings to receive challenges from domestic and foreign investors and solutions.

#### **Management duties:**

- Arranging monthly, quarterly and annual work plans in accordance with the work plan of the department to achieve the objectives of the proposed plan.
- Submit monthly, quarterly and annual performance reports to the Investment promotion directorate for providing information on his performance.
- Execution of other duties related to the task entrusted by the Investment Promotion Directorate, in accordance with the rules and objectives of the department, to expedite the implementation

**Coordination tasks:**

- Ensuring coordination with relevant directorates and departments of Investment Development in relation to better implementation of investment protection matters

**Education, Experience & Skills****Education**

- Bachelor's Degree in Information Technology, Computer Science, and Computer Engineering, Application Development or any other relevant field required. Higher degree in the mentioned will be preferred

**Experience**

- For candidates with bachelor degree: relevant work experience of at least two years at national or international level.
- For candidates with master's level degree: relevant work experience of at least one year

**Skills**

- Proven ability to work effectively in complex and cross-cultural teams/ environment;
- Fluency in one of the national languages (Dari and Pashto).
- Must be familiar (speaking and written) in English
- Ability to manage relationships with multiple stakeholders, including with AfT team, MoIC departments, external government bodies, the private sector, and international stakeholders
- Computer skills in task-related programs
- Ability to take initiative to reach objectives

**Qualified female candidates strongly encouraged to apply.**

**Submission Guideline**

Qualified candidates may submit their application including a letter of interest, complete Curriculum Vitae via email to [EIF.MOIC@gmail.com](mailto:EIF.MOIC@gmail.com) and cc [Coordination.ad@moci.gov.af](mailto:Coordination.ad@moci.gov.af) before 27/02/2021.

Kindly indicate position title (IT Consultant) in the subject line when applying.

**Submission Emails:**

[EIF.MOIC@gmail.com](mailto:EIF.MOIC@gmail.com)

[Coordination.ad@moci.gov.af](mailto:Coordination.ad@moci.gov.af)

**Deadline:** 27/02/2021