

## VACANCY ANNOUNCEMENT

Post: DMAC/ITF QM Inspector  
Vacancy Number: ANDMA/DMAC/ITF-001/2015  
Duty station: Multiple  
Duration of Contract: One year with possible extension  
No. of Positions: 20 to 30  
Job Category: Quality Management of Demining Operations  
Nationality: Afghan  
Closing Date: 27 June 2015

### General Background

ITF Enhancing Human Security is humanitarian, non-profit organization devoted to elimination of threat from post-conflict and disruptive challenges, including landmines, explosive remnants of war (ERW) and illicit ownership and use of small arms and light weapons (SALW), in South-East Europe and other affected regions in the world. ITF commenced its operations in Afghanistan since mid 2014 and is operating in partnership with the Directorate of Mine Action Coordination (DMAC) of the Afghanistan National Disaster Management Authority (ANDMA). DMAC is a government body responsible for coordination and oversee of mine action activities in Afghanistan.

ITF signed a Cooperative Agreement with US Department of State for implementation of Quality Assurance and Quality Control of Firing Ranges in Afghanistan with implementation period initially planned from 1<sup>st</sup> August 2015 to 31 July 2016.

### Purpose and Scope of Assignment

ITF Quality Management Inspector(QMI) reports to ITF Quality Management Project Manager on activities related to Quality Management of Firing Ranges. His/her specific duties and responsibilities include but not limited to the following:

- Provide assistance to Project Manager with the preparation Quality Management Plan for firing ranges.
- Review FRs survey and clearance plans based on the area of responsibility on Regional basis.
- Assist the Project Manager in evaluating and tracking of the Project QM plan
- Providing technical recommendations to the QM Project Manager, project implementer and MACCA.
- Check and verify OPS progress and completion reports of the projects based on AMAS reporting requirements.
- Attend mine action including firing range related meetings and workshops at field level - prepare briefing documents for operations related meetings.
- Assist in booking central disposal sites for demolition of the ERW found/collected during firing range clearance operations.
- Monitor firing ranges operations through field visits including field level management system, logistics and administrative processes and facilities
- Monitor application of procedures and field activities in accordance to the national standards

- Recommending DMAC/MACCA on cease of operations if and when critical non-conformities endangering safety of IPs personnel
- Observing the field testing of equipment.
- Oversee MRE activities of the implementing partner.
- Make sure adequate community liaison is carried out by the IP
- Carry out QA and QC on firing ranges in accordance with AMAS.
- Participate in completed tasks hand over process.
- Undertake investigation of FRs related demining accidents in consultation with the MACCA regional office
- Ensure that the activity reports are provided to the project manager in due course.
- Undertake any other task given by the project manager
- Conduct regular analysis of project progress and provide recommendations for further improvement of operations' quality and productivity
- Show competence by suggesting alternative approach for enhancing control mechanism of the project
- Track the project activities in accordance with the OPS plan

#### **Education, competencies and experiences**

- Secondary Diploma Required. Bachelor's Degree in a relevant field is an asset.
- 3-5 years of experience in mine action field operations particularly quality management
- Thorough knowledge of AMAS
- IMSMA knowledge
- Good understanding of Quality Management/ Quality Assurance and Quality Control procedures.
- Able to work to a deadline with minimal supervision.
- Intermediate knowledge of English and fluent in Dari & Pashto (oral and writing).
- Strong communications and reporting skills and ability to work in a team to achieve organizational goals;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Integrity and professionalism in performing routine and core functions;

#### **Contact Information**

#### **SUBMISSION GUIDELINES:**

Note: while sending your CV & Cover letter, please mention the vacancy number and position in the subject list; application received after the closing date and without subject list will not be given consideration. Only short listed candidates whose application responds to the above criteria will be contacted for interview.

Interested candidates should submit their Application in writing and clearly indicating the position you applied for, to the following email addresses:

[Hrdmac.itf@gmail.com](mailto:Hrdmac.itf@gmail.com)

[habib.kohistani@macca.org.af](mailto:habib.kohistani@macca.org.af)