



Vacancy Number:	
Post Title:	Head of Procurement Department -AFTEL
Organization:	Afghan Telecom
Location:	Head Quarter
Duration:	10 Months
No. of Post:	One
Sex:	Male/female
Nationality	Any
Salary:	Matching with Experience
Announcing Date:	14 December ,2008
Closing Date:	25 December, 2008
Submission Email:	hr@afghantelecom.af
Background:	Afghan Telecom Corporation is the only basic telecom service provider in Afghanistan. It aims to provide superior connectivity solutions to the people of Afghanistan. Promoted by the Ministry of Communications, Afghan Telecom provides affordable Wireless and Digital Fixed Line services.
Job Summary:	<ol style="list-style-type: none"> 1. Plan and manage all procurement contract related activities of Afghan Telecom. 2. Develop, implement and manage all procedures for monitoring and control of all contracts. 3. Create and administer Approved Supplier list. 4. Implement procurement activities at all stages of procurement cycles, in accordance with the law. 5. Prepare bidding documents for procurement of works, goods and services contracts. 6. Establish and maintain work programs and schedules for on going contracts and newly planned ones. 7. Prepare procurement related documents, contracts, communications, guidelines, instructions, etc. 8. Maintain and update all procurement files and records. 9. Perform any other duties as required by the Management of Afghan Telecom. <ol style="list-style-type: none"> 1. Perform any other duties as assigned.
Qualification	<p><u>Essential:</u> Graduate degree/ diploma in any field with at least five (5) years of relevant experience Knowledge of computers Progressive professional experience in handling procurement operations for any Agency and/or Government.</p> <p><u>Desired:</u></p> <ul style="list-style-type: none"> ▪ Experience in design and management of logistic systems and procedures. ▪ Strong Negotiation skills. ▪ Strong contract management experience.

Submission Guideline:

CVs to be sent to the corporate Head Quarters of Afghan Telecom Kabul or to any Zonal Head Quarter in Afghanistan (Addressees given here)

Afghan Telecom corporate office
4th Floor Post Parcel Building
Mohammad Jan Khan Watt, Kabul
Afghanistan.
Tel: 0202103726
E: mai hr@afghantelecom.af

Or Afghan Telecom zonal Head Quarter of

KABUL
Afghan Telecom
3rd Floor PTT Building Kabul Regional
Office Pashtonistan Watt, Kabul
Afghanistan
Tel: 0202102650
E.meil:ahmad.sear@afghantelecom.af

Or Afghan Telecom zonal Head Quarter of

KUNDUZ
Add: 2nd District
Walayat Avenue
Ministry of Communication Building
Telephone Number: 0093 (75) 550-2669

Or Afghan Telecom zonal Head Quarter of

JALALABAD
Add: 1st Floor Ministry of Communication
Building
Telephone Number: 0093 (75) 200-2004

Or Afghan Telecom zonal Head Quarter of

HERAAT
Add: 1st Floor Ministry of Communication
Building
Telephone Number: 0093 (040) 220-123

Or Afghan Telecom zonal Head Quarter of

KANDAHAR
Add: 2nd Floor Ministry of Communication
Building
Telephone Number: 0093 (030) 3002125

Or Afghan Telecom zonal Head Quarter of

MAZAR-E-SHARIF
Add: 1st Floor Ministry of Communication
Building
Telephone Number: 0093 (050) 5011200

IMPORTANT NOTES

1. *Applications will be reviewed thoroughly and only those candidates will be contacted for interviews whose qualifications meet the requirement of the job.*
2. *Short listed candidates are normally contacted within a week after the deadline for applications.*
3. *Applicants should have at least two references of the supervisors/coworkers, with whom they have worked.*
4. *All documents/Certificates should be attached with the CV.*
5. *Afghan Telecom is an equal opportunity employer and applications are reviewed based on merits and without regard to applicants race, ethnicity, beliefs, age, gender, marital status and physical or mental disability.*