

# Surveyor/ Distribution Officer (Male/ Female):



tvt07998@gmail.com

Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Nov 11, 2024

Published : Nov 09, 2024

Employment Status : Full Time

Experience : Any

Salary : As per the organization's salary scale

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### About Rural Rehabilitation Association for Afghanistan:

Rural Rehabilitation Association for Afghanistan (RRAA) is a non-profit, non-governmental, and non-political NGO established in 1990. The head office of the organization is located in Kabul, Afghanistan, and delivers humanitarian services in the sectors of Livelihood, Good Governance, WASH, and Emergency through its four regional offices in Mazar, Herat, Jalalabad, and the central zone in a decentralized manner.

### Job Description:

#### 1. Roles and Responsibilities:

- 1 Planning and conducting data collection for the selection of beneficiaries according to the eligibility criteria and distribution of assistance to beneficiaries.
- Active participation in orientation sessions and other capacity-building efforts
- Assisting the project manager in planning for the survey of affected categories and distribution of assistance.
- Conducting a door-to-door survey and assessment of the affected population through the HEAT form by using KOBO mobile data collection.
- Sharing of the collected data and information with the project manager
- Collection of data and information from the related governmental department.
- Review and recheck the data and information on the ground.
- Ensure surveying equipment (tablets) are in good working by conducting regular maintenance.
- Frequent travel to project sites, in the targeted districts of Uruzgan province.
- Controlling and organizing sessions conducted for the distribution of assistance.
- Take part in post-distribution monitoring (PDM)
- Regular participation in coordination meetings, and staffs meeting held at the provincial or district level.
- Provision of daily, weekly, and monthly reporting
- Perform any other duty required by the project manager.

#### 2. Safety/Security:

- Ensure all personal safety and security issues are considered while in the office and project site.
- Follow all security and safety messages dispatched by the Safety/Security focal point and regional office.
- Follow the organization safety security SoPs and ensure all advice recommended are implemented.
- Report any safety/security issues and incidents to the SSFPs, provincial manager and regional office.
- Coordinate all your field trips with SSFP and provincial manager

#### 3. Compliance:

- Responsible for reviewing and implementing RRAA's staff code of conduct and other safeguarding policies such as (Safety/Security SOPs, AAP, PSEA, ESHS, HR).
- Ensure all staff under your supervision have gone through staff code of conduct and other safeguarding policies and perform in accordance with them.
- Supervise hiring labor under the project and ensure no Child is utilized in the project activities as labor.
- Ensure all safety measures (PPTs) are in place and compliance with the project requirements to avoid harming staff and labors in the project sites.
- Ensure all project activities are implemented in accordance with the donor, operational manual and RRAA polices and procedures.

#### 4. Confidentiality:

- Follow data confidentiality measures, such as encryption, access controls, data masking, and strict policies.
- play a crucial role in safeguarding sensitive information from unauthorized access or disclosure.
- Plays an essential role in protecting individuals, maintaining business security and safeguarding private data.
- Computer management is a broad topic that includes many essential security practices. By protecting devices, you can also protect the data they contain. Follow basic cybersecurity hygiene by using anti-virus software, routinely patching software, whitelisting applications, using device passcodes, suspending inactive sessions, enabling firewalls, and using whole-disk encryption

### Job Requirements:

- University degree in Social Science, Agriculture, or a related field.
- At least 3 years of progressive work experience in Survey, assessment, and data collection with INGO or Afghan NGOs.
- Good Pashto and Dari language skills
- Good communication and reporting skills.
- Survey, Distribution, and beneficiaries' selection skill
- Problem-solving skills
- Ability to travel frequently, and spend time in the field

### Submission Guideline:

Interested candidates should consider the following:

1. Send their CVs and cover letters no later than November 11, 2024.
2. Please put the announcement number (RRAA-CRO-SDO-192-2024 )
3. and position title (**Surveyor/ Distribution Officer** ) in the subject box of your email.
4. Please do not attach and send your education and work experience documents at this stage.
5. Please send your application from your personal and active email address
6. Please make sure your contact number/s in your CV is updated and working.

Please note that:

1. Only eligible and qualified candidates are encouraged to apply.
2. Late applications will not be considered.

Applications with no clear subject line, as mentioned above, will not be considered

### Submission Email:

vacancy.rraa@gmail.com

**Education & Experience**

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University degree in Social Science, Agriculture, or a related field.

**Must Have**

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University degree in Social Science, Agriculture, or a related field.

**Educational Requirements**

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**Compensation & Other Benefits**

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