

TERMS OF REFERENCE

Position Title:	Legal Expert
Ministry/Entity:	Ministry of Industry & Commerce
Location:	Kabul
Section:	Enhanced Integrated Framework (EIF) Tier 1 Project
Base/Duration:	Contract based (12 months)
Reporting to:	Project Manager and Head of Investment and Branding
Reporting from:	Based on Organizational Chart

Objective: *Providing advice and legal assistance for director and team members of investment promotion directorate. Leads/facilitates creation, codification, and processing and reviewing legal documents for attainment of confidence in accordance with country's enforced laws*

Key Responsibilities:

Position Specialized Duties

- providing beneficial comments regarding revision of the private investment law and other rules and regulations for achieving the objectives of directorate
- Providing recommendation for creation of investment dispute mechanism for resolving the legal obstacles of domestic and foreign investors
- Creating and regulating of Muqarrara and Tarzul Amal for attracting both domestic and foreign investors in light of the related investment rules.
- Creating scheme and plan, providing amendment recommendations for regulating and managing the legal affairs of investment promotion directorate
- Overseeing from the progression of the related department in relation to investment legal affairs in order to ensure that appropriate measures are taken on time
- Participating in domestic and international meeting for the consideration of legal issues and investment
- Reviewing, evaluating, researching of all legal issues in written and verbal manner for proofreading of investment legal document of investment promotion directorate
- Creating and processing of other legislative document and Tarzul Amal for providing required facilities to domestic and foreign investors
- Getting in touch with government and non-government entities, researching centers and educational institute for analysing investment legal affairs

Position executive and managerial functions

- preparing of monthly, quarterly and yearly work plan in accordance with general plan of directorate for achieving the strategic objective of the department
- Providing transparency and accountability of the relevant department's work performances in order to achieve the necessary goals
- Recognition and recommendation of budget requirement based on annual directorate work plan
- Achieving the objectives and plans of the Afghanistan National Peace Development Strategy and the National Anti-Corruption Strategy in the relevant work area.
- Providing suitable information for internal government entities, civil society, media and country's citizen with the consideration of constitution objective in light of entity's policy

Position coordinating objectives

- Getting in touch with directorates and sub-directorate of capital and provinces of ministry's for accelerating affairs

Education, Experience & Skills

Education

- Having bachelor in degree in field of Law other relevant field from national and international institutions. Preference for higher level (advanced) degree.

Experience

- At least two years of relevant experience for bachelor degree from inside and outside institutes
- 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;
- Excellent communication skills in Pashto and Dari.
- 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
- Ability to use common computer software, including email, MS Office, and develop databases in excel
- Ability to take initiative to reach objectives

Qualified female candidates are 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 and cc Coordination.ad@moci.gov.af before 27/02/2021.

Kindly indicate position title (Legal Expert) in the subject line when applying.

Submission Emails:

eif.moic@gmail.com

Coordination.ad@moci.gov.af

Deadline: 27/02/2021