



DA AFGHANISTAN BANK  
(CENTRAL BANK OF AFGHANISTAN)

TERMS OF REFERENCE (TOR) FOR COMPUTER TRAINER

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<b>Location :</b>	DAB Training Centre, Kabul, Afghanistan
<b>Application Deadline :</b>	June 3 <sup>rd</sup> , 2010
<b>Additional Category</b>	Staff Capacity Building Program
<b>Type of Contract :</b>	Temporary
<b>Languages Required :</b>	English, Dari, Pashto
<b>Expected Duration of Assignment :</b>	15 - 30 days (2nd half of June 2010)

Background

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Da Afghanistan Bank (Central Bank of Afghanistan) through its Directorate of Human Resources Management and the Training Centre will organize the series of trainings for its staff as part of capacity building in order to develop their skills and knowledge on the areas of various computer packages such as E-mail communication, Statistical Package for Social Scientist (S.P.S.S.), Microsoft Access (Database Management Systems), Microsoft Word, Microsoft Windows, Microsoft Excel, etc. The purpose of the trainings is to contribute to the acquisition of better skills, expertise and knowledge towards the familiarity, understanding and use of various computer packages for efficient and quality service delivery to the clients and stakeholders and enhancing participants' knowledge of these standards.

Duties and Responsibilities

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**Key tasks and responsibilities:**

Working under direct supervision of Project Director, Financial Sector Strengthening Project (FSSP) and under overall guidance of the Human Resources Consultant, the Computer Trainer will be responsible for the following specific tasks:

- Develop methodology and training materials for between 15 – 30 day trainings on Computer Packages for staff with application of interactive methods;
- Serve as a computer packages trainer and a moderator for various computer package training sessions;
- Provide a brief list of recommendations for further Da Afghanistan Bank (Central Bank of Afghanistan) intervention in the field of staff capacity development;
- Perform other relevant duties as may be required.

**Expected outputs / deliverables and timeframe:**

- Training module and training materials (handouts) on computer packages for the bank staff fully developed and successfully used during the trainings – by June 15, 2010;
- The trainings will be conducted in phases for the bank staff at the Da Afghanistan Bank (Central Bank of Afghanistan) Training Centre, Kabul between June 15, 2010 – July 15, 2010;
- Feedback from the training participants collected and incorporated into developed training module and training materials with the idea that similar trainings will be replicated in the future using both local and international trainers - by July 15, 2010;
- Brief list of recommendations for further Da Afghanistan Bank (Central Bank of Afghanistan) intervention in the field of Staff Capacity Building Program presented – by July 15, 2010.

**Payment Conditions:**

Payment for the training fee will be negotiated with the successful bidder.

Training materials need to be prepared and submitted to supervisor before the start of the training. Feedback and recommendations need to be prepared and submitted to the supervisor within 5 days after the end of the training.

**Competencies**

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- Excellent communication skills, creativity and organizational capabilities;
  - Previous teaching experience as a Computer Trainer within the

private/public sector, international development organizations and/or institutions of higher learning shall be an added asset;  
Ability to work under pressure, ethics and honesty;  
Ability to use information technologies as a tool and resource.

### Required Skills and Experience

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Education: University Degree in Computer Science and Communications Technology, both hardware and software.

Experience: 7-9 years of teaching experience in the field of computer packages, hardware and software trainings in private/public sector, international development organizations and/or institutions of higher learning shall be an added asset.

Language Requirements: Fluency in English, Dari and Pashto languages

Application Process:

All interested and qualified candidates should apply along with their application cover letter, comprehensive Curriculum Vitae (CV) and certified copies of degree/diploma and related certificates to the Recruitment Manager, Directorate of Human Resources, Da Afghanistan Bank (Central Bank of Afghanistan), Ibni-Sena Watt, Kabul, Afghanistan at E-mail: [dab.jobs@centralbank.gov.af](mailto:dab.jobs@centralbank.gov.af). The Da Afghanistan Bank (Central Bank of Afghanistan) will only respond to the applicants short-listed for interview.

Qualified female candidates are strongly encouraged to apply. The position is open for both local and international citizens.

**Da Afghanistan Bank (Central Bank of Afghanistan) is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**