

VACANCY ANNOUNCEMENT No 2007/09/0030

Date: 17 Sep 07

Post title: Gender in Politics Specialist
Organization: UNIFEM
Type of contract: SSA (International)
Period of Appointment: 6 months initially, extendable
Duty station: Kabul

Closing date: 4 Oct 07

1. Background:

UNIFEM, over the last 3 years has been actively involved in building women's capacity to participate in politics in Afghanistan. This process has contributed to the presence of Afghan women in Parliament, provincial councils and the involvement of women from civil society in politics. It is important to fully capitalize on the human resources available in parliament, government agencies and civil society to promote a sustainable democracy which also prioritizes gender equity and gender mainstreaming. With this in mind UNIFEM established the Resource Centre for Women in Politics which aims to facilitate interaction between female parliamentarians, provincial council members and civil society actors and equip them with the resources to ensure women can play a meaningful part in the political process in Afghanistan.

The Resource Centre provides a space where women political leaders can benefit from multiple training packages offered by specialized agencies. At the same time resources, such as computer access and printing facilities, a library, meeting rooms and training spaces are available to the women parliamentarians, Provincial Council members and civil society actors. The Women's Network of Parliamentarians, Provincial Councillors and Civil Society actors meets at the Resource Centre and is provided with assistance by UNIFEM and the National Democratic Institute when required.

The Resource Centre is in the process of establishing a team of researchers to assist with providing policy and background briefings to parliamentarians which will be managed by the Gender in Politics Specialist. Press Officer Interns will also operate from the centre under the supervision of the National Women in Leadership Programme Officer in coordination with the Gender and Politics Specialist. The Resource Centre will also have one administrative assistant who will provide translation, administrative and IT support.

2. Tasks and responsibilities:

The qualified person will report directly to the UNIFEM Program Director in Afghanistan, and under the supervision of the National Program Officer of the Gender and Justice unit. The Gender in Politics Specialist will have the following responsibilities:

- 2.1 To provide support to the National Programme Officer in the coordination of the Resource Centre's activities within UNIFEM and with other partner agencies.
- 2.2 Develop the 'resource' component of the center
 - Assist with training and supervision of the Centre research team which will conduct research based on policy areas identified by the parliamentarians and through analysis of work carried out by parliament.
 - contact parliament, partners and other organizations for any relevant material on legislative or policy matters that could assist parliamentarians in developing their knowledge
 - set up a database with all material relevant to gender issues – especially with references to Afghanistan
 - Contact organizations for awareness material (including DVD) regarding any gender related issues but also issues affecting women (literacy, health, HIV/AIDS, micro credit,)
 - Identify a 'topic of the month' around which resource material (including DVD programs) and seminars could be organized.
 - Organize the library in a way that will promote its use and highlight the topic chosen for the month.
 - Set up a monthly calendar showing all activities organized around gender issues.
- 2.3 Develop information toolkits for parliamentarians on relevant issues in cooperation with the Gender and Justice technical experts.
- 2.4 Facilitate the weekly meeting of the Women's Network and discuss and provide for their resource requirements.
- 2.5 Provide assistance to the National Programme Officer in the organization of workshops, meetings and other Resource Centre based events
- 2.6 Assist the National Programme Officer in providing a weekly activity report containing both an overview of the activities and an assessment of their effectiveness.
- 2.7 Attend coordination meetings organized by other training parties and provide minutes of meetings.
- 2.8 Assist the National Programme Officer in the supervision of the Press Officer Interns.
- 2.9 Coordinate with international partners in the facilitation of visits by foreign MPs to the Resource Centre and in order to organise international exchanges for MPs, PCs and CSOs.
- 2.10 Work with the AIHRC on the implementation of the Provincial Council Human Rights and Women's Rights monitoring project and ensure that Provincial Councils develop their skills to fulfil their mandate in relation to the monitoring of women's rights abuses.

3. Professional background and working experience of the consultant:

The qualified person will have:

- A university degree in social science, political science, or other related field.
- 3-5 years relevant working experience
- Expertise in facilitating a dynamic learning environment.
- The ability to liaise with parliamentarians, the media and legislative bodies gained through experience of working in a political field, ideally in another parliamentary institution.
- The capacity to generate ideas and activities that will stimulate the parliamentarians in making full and effective use of the resources available to them in the center.

- The knowledge of integrating a system of monitoring and evaluation that will allow the development of the center in a way that will maximize the benefits for women parliamentarians.
- Experience and interest in working as part of a team consisting of both national and international staff.
- Research and policy related experience.
- Understanding of and experience of working on gender issues in international and Islamic terms would be highly regarded.
- A background in the social, cultural and political history of Afghanistan desirable.

Submission of Application

Please submit a one-page cover letter explaining your interest and suitability for this position as well as an updated CV. Testing and interviewing will follow for short-listed candidates. Interested **Internationals** should submit their application in writing (clearly indicating on the sealed envelope the vacancy announcement number) to:

UNIFEM registry, UNDP compound, Shah Mahmood Ghazi Watt, Kabul, Afghanistan

Or, e-mail their application (indicating on the subject line the VA number and the title of the position applied for) to: registry.unifem.af@unifem.org

Please note that applications received after the closing date (i.e 4 Oct 07) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.

Female candidates are strongly encouraged to apply