



Vacancy Announcement No 2008/11/066
Re-advertised

Date: 21 Dec 08

Post Title: National Economic, Advocacy and Policy Officer
Organizational Unit: UNIFEM (Community Empowerment and Economic Development)
Type of Appointment: SC (National)
Grade/level: SC10
Duration: One Year with possibility of extension
Duty Station: Kabul, Afghanistan
Starting Date: Immediate

Closing Date: 10 Jan 09

Organizational Values and Principles:

UNIFEM is dedicated to advancing gender equality and women's human rights in Afghanistan. Staff and consultants of UNIFEM Afghanistan are expected to contribute to a professional working environment in which the strengthening of national capacities and human potential is prioritized. Respect for diversity and human dignity is required, as is the active pursuit of a collaborative and inclusive approach to both internal and external stakeholders, including colleagues and partners.

Summary:

UNIFEM's umbrella programme in Afghanistan has the main objective to build Afghan women's capacity and leadership to enable them to effectively participate in the social, economic and political processes in the country. An extension to this mandate is UNIFEM's duty to engage in research, advocacy and policy development activities. This not only helps to inform and better the programmes, but also contributes to our task of mainstreaming gender into the central government strategies, policies and laws. UNIFEM operates within the framework of UN SCR 1325, CEDAW, the National Action Plan for the Women of Afghanistan (NAPWA) and the Afghanistan National Development Strategy (ANDS).

The CEED unit is in the process of reviewing its previous strategies, focusing on building Afghan women's capacity to effectively participate in the socio-economic and political processes in the country in order to begin to define a clear sectoral strategy for promoting women's socio-economic and political development through sustainable livelihood strategies. At the same time, the Unit provides evidence-based data and information that can be used to put in place appropriate policies and measures that will ensure women's access to jobs and sustainable employment.

Under the direct supervision of the UNIFEM CEED Unit Manager, The “National Economic, Advocacy and Policy Officer serves as a deputy to the Unit manager and is in charge with 1) the direct and daily management of the unit and supervisory responsibility for project staff; and implementation of capacity building and professional development programmes for national staff, and 2) providing programmatic management support to the Unit manager through participation in strategic planning and work plan development; coordination of Unit programmes, projects, and initiatives; oversight of monitoring and evaluation efforts; and completion of donor and other report writing. The post serves as a key advisor to the Unit manager on matters of organizational integrity within the unit, with the aim of ensuring (i) compliance with UNIFEM and UNDP policies and regulations; (ii) effective systems to support programme delivery and growth; (iii) accountability to organizational values and principles; and (iv) and enabling workplace environment in which staff potential is maximized. Programmatically, the National Economic, Advocacy and Policy Officer heads the Advocacy and Policy arm of the unit.

Areas of responsibility include:

- In the capacity of National Economic, Advocacy and Policy Officer will participate in setting strategic goals in the unit’s programmatic area of women’s socio-economic development through promotion of grassroots advocacy and analyzing policy for identifying strategies for sustainable livelihood interventions in order for the Unit to meet its mandate. He/she will assist in resource mobilization of the Unit as requested by the Unit manager. In the absence of the Unit Manager, the National Economic, Advocacy and Policy Officer will serve as Officer in Charge.
- Deputy and Advisory Functions. The National Economic, Advocacy and Policy Officer will advise the Unit manager on necessary policy and practices to enhance the sound management and staff oversight of the unit; to effectively meet programme obligations and client expectations; and to facilitate a workplace environment of mutual accountability, recognition, and respect.
- Policy and Programme Support. Provide support and feedback to the work of the CEED unit , ranging from writing proposals for new projects to complement CEED’s work in the area of socio-economic development through conducting policy research within the county on women’s’ socio-economic and political development. Support the Unit Manager in building the capacity of CEED unit staff in understanding the mechanisms and processes needed for facilitating a strategy for linking community based advocacy to national policy engagement in promoting women’s socio-economic and political empowerment.
- Programme Coordination. Working closely with the International and National Programme Specialists, the National Economic, Advocacy and Policy Officer will coordinate the timing, resource needs, and synergy of all projects and initiatives of the unit, encouraging cross-fertilization within and across units as appropriate. The National Economic, Advocacy and Policy Officer will be responsible for overseeing the development of the annual planning process and project activities; including preparation of proposals, work plans, budgets and progress reports with realistic and achievable timelines.
- Monitoring and Evaluation. The National Economic, Advocacy and Policy Officer will oversee monitoring and evaluation of specific projects and initiatives as well as the unit of the whole, advising the Unit manager on areas in need of strengthening in such a way that proactive and remedial action might be taken in a timely manner.

- Donor Reporting and Programme Writing. Under the direction of the Unit manager and the Deputy Country Director, the National Economic, Advocacy and Policy Officer will oversee the completion of donor reports in coordination with the relevant International and National Programme Specialists in a timely and professional manner. The National Economic, Advocacy and Policy Officer will undertake preparing concept notes and other writing materials as requested by the Unit manager.
- Capacity Building. In consultation with the Unit manager, the National Economic, Advocacy and Policy Officer will assess the needs for capacity building of the unit staff, developing training plans and designing a capacity building and professional development programme for national staff to maximize their human potential and optimize operational effectiveness of the unit. Incorporate staff development strategies and performance management systems into team building processes.
- Operations. The National Economic, Advocacy and Policy Officer will provide technical assistance as needed to the operations staff in meeting its responsibilities in procurement, asset management, time sheets and other financial controls according to UNDP/UNIFEM rules and regulations.
- Management and Supervision. In consultation with the Unit manager, the National Economic, Advocacy and Policy Officer directly supervises and appropriately delegates areas of responsibility to the International and National programme specialists and provides close guidance to project staff as needed. As part of the Unit management team, the NPO in consultation with the Unit manager will work closely with the Deputy Country Director on day-to-day programming needs.

Qualifications:

- Masters degree or equivalent in political science, gender or another related field
- Preferably 5 years relevant work experience in advocacy and policy development;
- Proven leadership skills, including the ability to set priorities, manage time effectively, and contribute to a team environment of respect, recognition, and mutual accountability;
- Demonstrated sensitivity, discretion, tact, and courtesy in relation to gender equality and women's rights, development principles and projects, implementing partners, and national and international personnel of varied nationalities and backgrounds;
- Commitment to upholding the organizational values and principles of UNIFEM Afghanistan;
- A proven ability to liaise with a myriad of stakeholders and partners, including government, civil society, International organizations and grassroots organizations;
- Experience in the area of advocacy and policy as it impacts women's socio-economic development in a post conflict setting
- Ability to supervise and train staff with the aim to empower and build potential;
- An understanding of the social, cultural, and political context of Afghanistan and its relation to gender;
- Experience working in issues related to socio-economic and political empowerment of women in Afghanistan.
- Proficiency in the use of computer, office software packages
- Excellent communication skills (written and verbal) in English and Dari/Pashtu

Submission of Applications:

The application process comprises a one-page cover letter explaining the interest and suitability for this position as well as the UN P-11 (CV). Testing and interviewing will follow for short-listed candidates. Interested Afghan nationals should submit their application in writing (clearly indicating on the sealed envelope the vacancy announcement number) to:

UNIFEM registry, UNIFEM office, UNDP Compound, Opposite of Turkish Embassy, Shar-e-Naw, 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 10 Jan 09) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.

UNIFEM-Afghanistan's strategic priorities include the nationalization of leadership. Thus, applications are encouraged from those with demonstrated leadership potential. At UNIFEM's discretion, the substitution of demonstrated leadership potential for specific skills may be considered in instances where the organization deems it possible and beneficial to provide on-the-job training and mentoring to selected candidates.

Qualified female candidates are strongly encouraged to apply