



UNIFEM Afghanistan
UNDP compound Shahr-e-Naw
Kabul Afghanistan

Tel: +93 (0)20 212 4706
Fax: + 873-763 468 836
Website: www.afghanistan.unifem.org

Vacancy Announcement No 2009/10/102

Date: 11 Oct 09

Post Title:	National Programme Assistant (CEDAW)
Organizational Unit:	UNIFEM (Women, Peace & Governance Unit)
Type of Appointment:	Service Contract
Grade/Level:	SB3/1
Duration:	Nine Months
Duty Station:	Kabul, Afghanistan
Starting Date:	Immediate
Closing Date:	24 Oct 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 Women, Peace & Governance (WP&G) Unit aims to build the capacity of and strengthen opportunities for Afghan women to mobilize as political actors of change as a means of demanding accountability by state and non-state actors on the implementation of gender equality commitments, including provisions of women's full and meaningful participation in peace and governance processes at the community, sub-national and national levels. The unit 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).

CEDAW was adopted by the General Assembly of the United Nations in 1979 and entered into force in 1981. 96 countries have ratified or acceded to CEDAW, including nations with significant Muslim populations and traditions such as Algeria, Egypt, Indonesia, Iraq, Jordan, Morocco and Yemen.

The Islamic Republic of Afghanistan signed CEDAW in 1980, acceded to it without reservations in March 2003, and the Convention came into force in the country in April 2003. Obligations under CEDAW include an initial report and periodic reports every four years thereafter regarding Afghanistan's progress on CEDAW implementation.

Lack of a stable peace and governmental capacity have contributed to the delay in submission of the initial CEDAW report from Afghanistan, which was due in April of 2004. Now, under the leadership of the Director of the Office of Human Rights and Women's International Affairs in the Ministry of Foreign Affairs (MOFA), a CEDAW drafting process is slated to begin in the coming months, with Afghanistan's initial CEDAW report projected for submission at the end of 2010. Together with the

recently passed Afghanistan National Development Strategy (ANDS) and National Action Plan for Women in Afghanistan (NAPWA), the Afghanistan CEDAW report drafting process will serve as a vital accountability mechanism to assess the current status of Afghan women and girls within the framework of the Constitution of the Islamic Republic of Afghanistan.

UNIFEM-Afghanistan has been requested to provide technical assistance in this endeavor to the Government of Afghanistan and other stakeholders, in particular working closely with the MOFA and the Ministry of Women's Affairs (MOWA), as well as other ministry stakeholders. UNIFEM will therefore secure an International Technical Advisor and National Programme Assistant to working within UNIFEM supporting MOFA, MOWA and other central stakeholders within and outside of the government in support and capacity development for the coordination of data collection, drafting, consultation and preparation for reporting to the CEDAW committee.

Under the direct supervision of the International CEDAW Technical Advisor, the National Programme Assistant (NPA) will support the Technical Advisor in the overall implementation of support to MOFA, MOWA and other central stakeholders around CEDAW reporting. In this role, the NPA will primarily engage in meeting coordination, follow up, minute taking, and translation.

Areas of responsibility include:

1. Meeting Coordination: Under the supervision and guidance of the CEDAW Technical Advisor, the NPA will work within UNIFEM supporting the CEDAW Technical Advisor in meeting coordination and scheduling. This will include setting agendas, dissemination of agendas, sign up sheets and information as necessary and follow up with partners and stakeholders to ensure attendance.
2. Note taking and Filing: The NPA will be responsible taking professional, comprehensive and clear notes at all meetings attended and where necessary disseminating these minutes amongst stakeholders. The NPA will be responsible for maintaining up-to-date project files, including all meeting minutes, agendas and sign in sheets.
3. Information Sharing and Collection: Under the guidance of the CEDAW Technical Advisor, the NPA will be responsible for sharing information with stakeholders and collecting information around the CEDAW process and filing it in an easy to use manner.
4. Translation. As necessary, the NPA will support the CEDAW Technical Advisor by providing both verbal and written translation from Dari/Pashtu into English, and from English into Dari/Pashtu.
5. As deemed necessary by the CEDAW Technical Advisor, the NPA will be responsible for performing other tasks set by the CEDAW Technical Advisor.

Qualifications:

- High school graduate, Bachelor degree is desirable but not a requirement
- 3-5 years relevant work experience in the areas of gender equality, governance and peacebuilding;
- Relevant experience in programme coordination and desirable;
- Proven leadership skills, including the ability to set priorities, manage time effectively, and contribute to a team environment of respect, recognition, and mutual accountability;
- Ability to work under pressure, to strict deadline and to manage numerous tasks simultaneously;
- 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;
- Excellent written and oral communication skills in Dari and English. Pashtu is desirable;
- A proven ability to liaise with a myriad of stakeholders and partners, including Parliamentarians, the media, legislative bodies, grassroots organizations;
- An understanding of the social, cultural, and political context of Afghanistan and its relation to gender;
- Experience working in issues related to gender and peacebuilding in Afghanistan.

Submission of Application:

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. 24 Oct 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.

Qualified Female Candidates Are Encouraged To Apply