

Vacancy Announcement No 209/10/101
Re-advertised

Date: 7 Oct 09

Post Title:	Governance National Programme Officer
Organizational Unit:	UNIFEM (Women, Peace & Governance Unit)
Type of Appointment:	Service Contract
Grade/Level:	SB4/1
Duration:	One Year, Renewable
Duty Station:	Kabul, Afghanistan
Starting Date:	Immediate
Closing Date:	20 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).

Under the direct supervision of the Senior National Programme Officer, the Governance National Programme Officer (Governance NPO) will serve as the day-to-day manager, coordinator and implementer of the Resource Centre for Women in Politics (RCWP). The Governance NPO will ensure the effective running of the RCWP to provide added-value opportunities to clientele (female Senators, MPs and other women political actors), particularly within the context of elections support and follow up. The post serves as the key person responsible for ensuring the effective running of the RCWP, and for designing, implementing, coordinating, monitoring and evaluating relevant and useful activities, workshops and projects to be run through the RCWP.

Areas of responsibility include:

1. Project Design, Coordination and Implementation: Working closely with the Senior National Programme Officer, the Governance NPO will ensure the effective running of the RCWP as an important and productive space for women

political actors in Afghanistan. The Governance NPO will identify, design, implement, coordinate, monitor and evaluate areas for strategic intervention on legislative policy and advocacy. The Governance NPO will identify potential governance interventions, partnerships and synergies both in Afghanistan and globally.

2. Management and Supervision. The Governance NPO will supervise and, where necessary, train WP&G interns.
3. Capacity Building. In consultation with the Senior National Programme Officer, the Governance NPO will assess the needs of RCWP clientele and partners, and design, implement, monitor and evaluate a capacity building strategy to meet these needs.
4. Partnership and Networking. As the RCWP focal point, the Governance NPO will lead in public outreach to ensure that the RCWP is utilized to its maximum potential, liaising with high level stakeholders and beneficiaries, developing strategic partnerships and strengthening linkages with relevant stakeholders and partners in both Afghanistan and globally. The Governance NPO will serve as key liaison person to government bodies such as the national assembly and provincial council.
5. Advisory Function. The Governance NPO will be a key advisor to the Senior National Programme Officer on issues capacity building, legislation and women political actors in Afghanistan, remaining up-to-date with governance actors, ideas, activities and initiatives.
6. Training and Workshops. Acting in the role of expert and technical advisor, the Governance NPO will assist the WP&G unit in facilitating and leading meetings, workshops, trainings and conferences where relevant to capacity building, legislation and women political actors.
7. Monitoring and Evaluation. The Governance NPO will support the monitoring and evaluation of all RCWP activities, projects and initiatives, advising the WP&G unit on areas for strengthening RCWP activities, while taking the initiative to engage in proactive and remedial action in a timely manner to strengthen projects.

Qualifications:

- Masters degree in international studies, peace and conflict, political science, gender, or other related field plus two years of progressive relevant experience in the areas of gender equality, women political actors, capacity building and governance, or Bachelors degree in international studies, peace and conflict, political science, gender, or other related field plus four years of progressive relevant experience in the areas of gender equality, women political actors, capacity building and governance;
- 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;
- A proven ability to liaise with a myriad of stakeholders and partners, including Parliamentarians, the media, legislative bodies, grassroots organizations;
- Ability to supervise 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 gender and peace building 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. 20 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