



Vacancy Announcement No2009/07/095

Date: 6 Jul 09

Post Title:	National Programme Assistant (Advocacy and Networking)
Organizational Unit:	UNIFEM (Women, Peace & Governance Unit)
Type of Appointment:	Service Contract
Level and grade:	SB3/1
Duration:	One Year, Renewable
Duty Station:	Kabul, Afghanistan
Starting Date:	Immediate
Closing Date:	18 Jul 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).

Supervised by the Senior National Programme Officer, the National Programme Assistant for Advocacy and Networking (NPA) will assist National Programme Officer's (NPO) in the coordination and implementation of the WP&G governance programme. More specifically, this will include the coordination of WP&G peace building and governance activities, projects, and initiatives; the development and implementation of advocacy campaigns around governance peace building; the provision of technical support and guidance to colleagues, partners and stakeholders; the implementation and monitoring of all capacity development trainings and programmes; networking and liaising with all partners, beneficiaries and key stakeholders; the provision of assistance in donor and other report writing; and participation in strategic planning and work plan development. The post also serves as a key technical advisor to the Governance NPO on matters related to peace building and advocacy in Afghanistan and globally.

Areas of responsibility include:

1. Programme Coordination. Working closely with NPO's, the NPA will lead in the coordination of all peace building activities, projects and initiatives to ensure timely and effective results.
2. Advocacy. The NPA will develop, implement, monitor, learn and evaluate advocacy campaigns around SCR 1325 and relevant legislation as requested. This will include the presentation of advocacy agendas, analysis of campaigns for identification of successes, weaknesses and timely solutions, and the synthesis of lessons learnt for best practice.
3. Capacity Building. The NPA will assist NPO's in the design, implementation and monitoring of all capacity building workshops for UNIFEM staff, partners, and beneficiaries.
4. Partnership and Networking. The NPA will build a strong and effective network of women's peace building organization for advocacy, information sharing and knowledge building. The NPA will develop strategic partnerships and will work to strengthen linkages with relevant stakeholders and partners in both Afghanistan and globally, including the facilitation of knowledge sharing between staff, partners and beneficiaries.
5. Monitoring and Evaluation. The NPA will support the monitoring and evaluation of all peace building activities, projects and initiatives, advising the NPO's on areas for programme strengthening, while taking the initiative to engage in proactive and remedial action in a timely manner to strengthen projects.
6. Donor Reporting and Programme Writing. Under the direction of Senior National Programme Officer, the NPA will contribute to donor reports in a timely and professional manner, following up on performance indicators, targets and milestones to assist in the preparation of the annual report. The NPA will support unit staff in the production of strategy papers and concept notes.

Qualifications:

- Secondary School. university degree in international studies, peace and conflict, political science, gender, or other related field would be desirable, but it is not a requirement;
- 3-5 years relevant work experience in the areas of gender equality, governance and peace building;
- Relevant experience in programme coordination and advocacy desirable;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages
- 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;
- 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:

Please submit a one-page cover letter explaining your interest and suitability for this position as well as an updated CV (maximum 4 pages). 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 office, 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. 18 Jul 2009) 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 strongly encouraged to apply.