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Vacancy Announcement No 2009/02/015

Date: 18 Feb 09

Post Title: Professional English Editing Consultant
Organizational Unit: UNIFEM Afghanistan Country Office
Type of Appointment: SSA International
Duration: One Year, Renewable
Duty Station: Home based (position is virtual)
Starting Date: Immediate
Closing Date: 3 March 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:

Under the direct supervision of the relevant UNIFEM staff member commissioning the work and the general guidance of the UNIFEM Deputy Country Director, the Professional English Editing Consultant serves as an ad hoc member of the UNIFEM Afghanistan country team, with responsibilities for providing editing services on an as needed basis to country staff. The Editing Consultant will work with country staff to produce internal and external program and administrative documents and publications in professional English. Additionally, the consultant will be tasked with assisting in building local capacity related to document preparation as appropriate. This is a home-based consulting position.

Areas of responsibilities include:

1. Programmatic Documents. The Professional English Editing Consultant is responsible for editing documents related to program implementation. These documents can include research papers, programmatic reports, and other materials related to the implementation of activities. These documents will be of both an internal and external nature.
2. Administrative Documents. The Professional English Editing Consultant is responsible for editing documents related to the administrative functioning of the UNIFEM Afghanistan office. These documents can include procedural documents, Terms of Reference for new positions and projects, and other materials related to administration. These documents will be of both an internal and external nature.

3. Staff Capacity. The Professional English Editing Consultant will help build staff capacity where appropriate in the preparation of documents and the formation of reporting in English. This will be done by initiating dialogue with local staff during the course of editing to ensure that meaning and content are correctly portrayed and maintained.

Qualifications:

- Bachelor's Degree in English, Communications, International Development, or related field.
- Demonstrated 3-5 years experience writing and editing documents and reports related to projects focused on international development, with a preference for experience with and knowledge of gender issues.
- Knowledge of UNIFEM and its priorities and work in Afghanistan, or willingness to quickly familiarize yourself with the local priorities and work.
- 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 professional excellence and building local capacity in line with organizational values and principles of UNIFEM Afghanistan.
- Ability to meet deadlines and provide quick turnaround on assignments when necessary.
- Ability to work independently and to communicate effectively with UNIFEM Afghanistan staff on all levels.
- Excellent written and oral English language skills.
- Steady access to the internet, email, and telephone.

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). Interviewing will follow for short-listed candidates. All interested candidates should apply online through the mentioned link:

<http://www.undp.org.af/jobs>

Please note that applications received after the closing date (i.e. 3 March 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