

**VACANCY ANNOUNCEMENT No 2009/01/074**

Date: Jan 7, 09

Post Title: Referral Centre Assistant  
Organization: UNIFEM (Gender & Justice Unit)  
Type of Appointment: SSA  
Duration: One year with possibility of extension  
Duty Station: Nangarhar, Afghanistan  
Gender: Female  
Closing Date: 21 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.

**Background:**

Violence against women (VAW) is present in varying degrees and forms in every society, and affects families throughout, whether they live in rural or urban locations. As in many countries, violence against women in Afghanistan is often concealed in practices that are seen as 'normal' by cultural or traditional standards. Violence against women is engrained in societies throughout the world. The promotion of policies, practices, programs and attitudes that foster gender equality is crucial to the elimination and prevention of violence against women.

The Government of Afghanistan has made a strong commitment to work towards the elimination of violence against women. It has ratified the Convention on the Elimination of all forms of Discrimination against Women (CEDAW), and the Constitution of Afghanistan (articles 6, 7 and 22) guarantees the advancement and equality of women.

The Presidential Decree of 16/3/1384 authorized the establishment of the Inter-Ministerial Commission for the Elimination on Violence against Women. Under the direction of the Ministry for Women's Affairs (MOWA), the Commission has designed a plan of action. The establishment and running of referral centres comes under the mandate of this Commission.

*A referral centre is a reporting and support centre for women victims of violence or for those who are facing violence. The referral centre provides victims of violence assistance by providing temporary shelter. Based on the initial assessments they do, the professional staff of the referral centres will refer the victims to legal aid services, emergency shelters, police stations, hospitals, counsellors or any other support agency whilst ensuring safety and confidentiality.*

The Ministry of Women Affairs ( MoWA) and the Ministry of the Interior (MOI), both members of the Inter-Ministerial Commission for Elimination of Violence against Women, have signed a Memorandum of Understanding to jointly run the referral centres. The referral centre coordinator will have the responsibility to provide technical support to professional staff of MOWA and MOI in establishment and initial running of the referral centre. The Referral Centre Assistant will report to Referral Centre Coordinator. The Referral Centre Assistant will provide technical and administrative assistance for women victims of violence or for those who are facing violence.

### **Responsibilities:**

Under the direct supervision of the Referral Centre Coordinator, the Referral Centre Assistant is responsible for Referral Centre cases, and will support Referral Centre Coordinator with technical, administration, link with media and in registering of VAW Primary cases.

### **Tasks and Responsibilities include:**

1. Supporting and assisting the Referral Centre Coordinator with all aspects of technical and administrative work to ensure the smooth and efficient running of the Centre.
2. Conducting monthly meetings with all stakeholders.
3. Conducting weekly staff meetings.
4. Assessing, analyzing and following up cases for shelter needs and taking appropriate actions.
5. Monitoring the referrals made to the Centre and following up with the relevant agencies.
6. Liaising with the media and other stakeholders to inform the communities about the services and functions of the Centre (except the shelter component).
7. Providing reports as requested under the Memorandum of Understanding between MOWA and MOI through Referral Centre Coordinator.
8. Assisting in registration of the primary VAW database in collaboration with the Referral Centre Coordinator
9. Providing support to the ERAW Commission and Gender and Justice monitoring teams.

### **Qualifications:**

- At least high school graduate. A university degree in social science, political science, human rights, or gender studies is desirable,
- At least two years of working experience in the area of women's rights and the protection of women at risk.
- Good familiarity with gender issues in Afghanistan. An understanding of the social, cultural, and political context of Afghanistan and its relation to gender is desirable.
- An in depth understanding of all national and international instruments pertaining to human rights and women rights.
- Demonstrated discretion and tact when dealing with sensitive and confidential information.
- Commitment to upholding the organizational values and principles of UNIFEM Afghanistan;
- A proven ability to liaise with a range of stakeholders and partners, including government, civil society, international organizations, the media and community-based organizations;
- Strong ability to work both independently and as part of a team.
- Strong communication skills, excellent knowledge of national languages both spoken and written.

## **Submission of Application**

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

1. Nangarhar Referral Centre, district 3, West of Marastoon, across to Jalalabad road, Jalalabad city, Nangarhar-Afghanistan

**Contacts:** 075-6002690, 0707760667

Or,

2. UNIFEM office, UNDP Compound, Opposite of Turkish Embassy, Shar-e-Naw, Kabul-Afghanistan

The applications can be e-mailed (indicating on the subject line the VA number and the title of the position applied for) to the following addresses:

1. Jalalabad Referral Centre: [referralcenter.jal@gmail.com](mailto:referralcenter.jal@gmail.com)

Or,

2. Unifem Registry at [registry.unifem.af@unifem.org](mailto:registry.unifem.af@unifem.org)

Please note that applications received after the closing date (i.e 21 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.***