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## **Vacancy Announcement No 2009/04/082**

**Date: 14 April 09**

Post Title: Senior Programme Officer (Governance)  
Organizational Unit: UNIFEM (Women, Peace & Governance Unit)  
Type of Appointment: Service Contract  
Grade: SB5/1  
Duration: One Year, Renewable  
Duty Station: Kabul, with possible travels to other provinces of Afghanistan  
Starting Date: Immediate  
Closing Date: 30 April 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 UNIFEM WP&G Deputy Unit manager, the Senior Programme Officer (Governance) will design project strategies, and serve as the day-to-day manager, coordinator and implementer of all governance activities within the WP&G unit, with a special focus on the 2009 and 2010 elections. This will include the direct and daily management of governance project staff; coordination of governance activities, projects, and initiatives; oversight of governance related monitoring and evaluation efforts; assistance in donor and other report writing; participation in strategic planning and work plan development; and implementation of capacity building and professional development programmes for governance national staff. The post serves as a key advisor to the WP&G Unit manager and Deputy Unit manager on matters related to governance in Afghanistan and globally.

### **Areas of responsibility include:**

1. Project Design, Coordination and Implementation. Working closely with the WP&G Deputy Unit manager, the Senior Programme Officer (Governance) will assist in the design of project strategies; coordinate the implementation of all governance activities, projects and initiatives to ensure timely and effective results, while also seeking to identify potential governance interventions, partnerships and synergies both in Afghanistan and globally.
2. Management and Supervision. In consultation with the WP&G Deputy Unit manager, the Governance National Project Manager will directly supervise all governance project staff, providing close guidance to international consultants and junior project staff as needed.

3. Capacity Building. In consultation with the WP&G Deputy Unit manager, the Governance National Project Manager will assess the needs of governance project staff and partners, and design a capacity building strategy for staff and partners.
4. Partnership and Networking. As the primary public face of the WP&G Governance pillar, the Governance National Project Manager take a lead in Governance related public outreach, liaising with high level stakeholders and beneficiaries, developing strategic partnerships and strengthening linkages with relevant stakeholders and partners in both Afghanistan and globally.
5. Advisory Function. The Governance National Project Manager will be a key advisor to the WP&G Deputy Unit manager and the Unit manager on issues of national and global governance through 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 National Project Manager will assist the WP&G unit in facilitating and leading meetings, workshops, trainings and conferences where relevant to governance project activities.
7. Monitoring and Evaluation. The Governance National Project Manager will support the monitoring and evaluation of all peace building activities, projects and initiatives, advising the WP&G unit on areas for programme strengthening, while taking the initiative to engage in proactive and remedial action in a timely manner to strengthen projects.
8. Resource Mobilization, Donor Reporting and Programme Writing. Under the direction of the WP&G Unit manager and Deputy Unit manager, the Governance National Project Manager will participate in resource mobilization through donor outreach and contribute to donor reports in a timely and professional manner. The Governance National Project Manager will undertake concept notes and other requested written materials as requested by the Deputy Unit manager and Unit Manager.

**Qualifications:**

- a. Masters degree in international studies, peace and conflict, political science, gender, or other related field plus five years of progressive relevant experience in the areas of gender equality, elections and governance, or Bachelors degree in international studies, peace and conflict, political science, gender, or other related field plus seven years of progressive relevant experience in the areas of gender equality, elections and governance;
- b. Proven leadership skills, including the ability to set priorities, manage time effectively, and contribute to a team environment of respect, recognition, and mutual accountability;
- c. Ability to work under pressure, to strict deadline and to manage numerous tasks simultaneously;
- d. 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;
- e. Commitment to upholding the organizational values and principles of UNIFEM Afghanistan;
- f. Excellent written and oral communication skills in Dari and English;
- g. A proven ability to liaise with a myriad of stakeholders and partners, including Parliamentarians, the media, legislative bodies, grassroots organizations;
- h. Ability to supervise staff with the aim to empower and build potential;
- i. An understanding of the social, cultural, and political context of Afghanistan and its relation to gender;
- j. Experience working in issues related to gender and peace building in Afghanistan.
- k. Computer skills (mainly office packages)
- l. Ability to travel inside and outside the country in case of need

**Submission of Application:**

Please submit a one-page cover letter explaining your interest and suitability for this position as well as an updated UN Personal History Form (P-11). 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 application to [registry.unifem.af@unifem.org](mailto:registry.unifem.af@unifem.org) indicating in the subject line VA number and title of the position.

Please note that applications received after the closing date (i.e.30 April 09 ) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted.

***Qualified female candidates are strongly encouraged to apply.***