

15957 - National Program Officer (Female only)

Job ID/Title : 15957 - National Program Officer (Female only)

Brand : UNIFEM

Application Deadline : 22-Apr-10

Type of Contract : Service Contract

Post Type and Level : SB-5

Duty Station : Kabul, AFGHANISTAN

Languages Required : English

Duration of Initial Contract : One year

Background:

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.

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UNIFEM's Gender and Justice Unit seeks to enhance a gendered approach in the ongoing judicial reform processes and ensure the meaningful inclusion of women's voices and perspectives in those reform processes. It uses a wide range of strategies which seek to impact on the complex legal and political reform processes. The strategies include knowledge provision and advisory capacity in gender justice, advocacy, bridging and supporting participation in mainstream processes, coordination, capacity-building, and piloting innovative projects.

The National Program Officer's, as her main task will coordinate the work of the different referral centers, organize trainings and monitor the work of the Referral Centers in order to standardize the operations of the centers and to facilitate enhanced capacity of government partners. At the same time, she will also assess and strategize on developing suitable models of dealing with violence against women referrals with a residential component with government and key stakeholders in all the provinces of Afghanistan. She will also supervise the work of the referral center coordinators in close collaboration with the Gender & Justice Legal Specialist and the Gender & Justice ACO. The NPO will be responsible for coordination and to further develop the work on paralegals and build capacity of women key actors at district levels to access justice at district levels especially on violence against women referrals. The National Program Officer will also support

additional activities within the Gender & Justice Unit which are focused on legal and institutional reform processes needed to reinforce and implement the provisions of the Afghan constitution, international treaties especially the Convention for the Elimination of All Forms of Discriminations against Women (CEDAW), UNSCR 1325 and 1820, the National Justice Sector Strategy and the National Justice Plan.

Description of Responsibilities :

Summary of Key Functions:

1. Administration and implementation of the Referral Centers in cooperation with the relevant ministries and stakeholders.
2. Management of the Referral Center projects/Supervision of the referral center coordinators.
3. Facilitation of knowledge building and knowledge sharing in all matters pertaining to access to justice for women, service delivery and provisions for women survivors of violence requiring residential support within a holistic and women centered approaches.
4. Work together with unit focal point and Legal Specialist for legal and policy related issues of the paralegal projects.

1. Administration and implementation of the Referral Centers in cooperation with the relevant ministries and stakeholders.

- Regular supervision and oversight of RCCs on management of VAW referrals and coordination on cases; and overall management of RC members of staff. Facilitate problem solving of issues jointly with relevant ministries (national and sub-national levels) and stakeholders.
- Provide regular progress report to National Ministries (MoWA and MoI) on strengths, issues and areas for improvement on overall management and referrals of RCs.
- Ensure that financial procedures are properly implemented and monitored.
- Liaise with the Operations Unit of UNIFEM on all operations matters pertaining to the establishment and the running of the referral centers, including staff contracts, staff attendance, inventory, rental contracts and service providers.
- Attend relevant meetings and compile minutes of meetings.
- Collect weekly and monthly reports to be submitted to the Gender and Justice Unit Focal Point.
- Translate working documents wherever necessary (Dari and English).

2. Management of the Referral Center projects

- Review, update and implement working formats in line with the growing needs of the referral centers and its paralegal officers.
- Strategize and develop appropriate models of service delivery and provisions on violence against women referrals on their protection with the support of the Gender and Justice Legal Specialist.
- Ensure that work plans are in line with the overall Gender & Justice work plan and that the relevant benchmarks are met.
- Develop and implement a monitoring and evaluation framework in line with the UNIFEM requirements.
- Conduct regular mission to monitor and evaluate the work of the centers.
- Design, coordinate and implement training programs wherever needed.
- Ensure SOP procedures are reviewed, maintained and updated.
- Attend relevant meetings with the MOWA, MOI and relevant stakeholders.
- Lead the process in establishing a steering committee.
- Develop a strategy aimed at ensuring sustainability and exit of UNIFEM with the referral centres.
- Perform related tasks and responsibilities that may be assigned by the Unit Focal Point from time to time.
- Contribute to writing donor proposals and reports, and other requirements for documentation.

3. Facilitation of knowledge building and knowledge sharing in all matters pertaining to access to justice for women.

- Coordinate with other colleagues the integration of lessons learned into the review and planning session within the Gender & Justice unit.
- Analyze weekly reports and consolidate monthly and yearly reports.
- Make inputs into relevant knowledge products and related reports.
- Provide inputs into the activities pertaining to gender mainstreaming within the permanent justice institutions.

? Coordinate inputs within the primary VAW database and assist with the analysis of the database.

4. Work together with unit focal point and Legal Specialist for legal, policy and capacity building issues of the paralegal projects.

? Coordinate and support the development of paralegals work at district level ensuring sustainability of projects implemented with appropriate support structures; follow up with training and capacity building, monitoring and evaluation.

? Wide consultation with key stakeholders and UN Joint Programmes on capacity building and training needs in the provinces on developing paralegals at district levels on access to justice with an emphasis on VAW referrals.

- Coordination and management on contracting paralegal trainings in partnership with key international and national agencies.
- Contribute to the development and promotion of user friendly and accessible training materials for paralegals and other human rights actors at community level.

Competencies :

Ability to work under pressure, to follow deadlines and handle numerous tasks simultaneously

- Ability to multi-task and respond simultaneously and in a timely fashion to job requirements.
- Strong and proven integrity, time management and work prioritization skills;
- Understanding of UNDP/UNIFEM procedures, rules and regulations an asset;
- Ability to work effectively as a team member.
- 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.
- Excellent communication skills, written and oral Commitment to upholding the organizational values and principles of UNIFEM
- Commitment to upholding the organizational values and principles of UNIFEM Afghanistan
- A proven history of leadership, management and staff supervision through a style of mutual accountability and professional development

Qualifications :

- Masters degree in Law, Sharia, Social Work, Gender or Social Sciences with minimum 5 years working experience in the field of law, gender and psychology with UN, International or national organizations; or Bachelors degree in above mentioned field with minimum 7 years relevant experience.
- Knowledge of Afghan laws, the justice system and governance;
- Familiarity with gender issues;
- Familiarity with international standards on women's rights and related instruments;
- Excellent command of spoken and written English and Dari. Knowledge of Pashtu is an advantage.
- Computer skills (mainly office packages);
- Good communication skills
- Ability to travel inside/outside the country

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/index.htm>

Please note that applications received after the closing date (i.e 24 April 2010) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for the interview.

Qualified Female Candidates are encouraged to apply