

17297 - National Program Officer (Deputy unit manager- Gender and Justice) - Kabul, AFGHANISTAN

Job ID/Title : 17297 - National Program Officer (Deputy unit manager- Gender and Justice)

Scope of advertisement : Locally advertised (only on AFGHANISTAN Country Office Website)

Category (eligible applicants) : External

External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.

Brand : UNIFEM

Practice Area : Women's Empowerment

Application Deadline : 23-Jun-10

Type of Contract : Service Contract

Post Type and Level : SB-5

Duty Station : Kabul, AFGHANISTAN

Languages Required : English

Starting Date :

Duration of Initial Contract : One year (with possibility of extension)

Expected Duration of Assignment :

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.

Summary of the Unit:

UNIFEM's Gender Justice Unit seeks to fill the gender gaps in the judicial reform process to date and to further enhance the meaningful inclusion of women's voices and perspectives in the above 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, capacity-building, and piloting innovative projects. The choice of strategies reflect the need for UNIFEM to make critical inputs which effectively influence the short-term and immediate reform efforts while maintaining a long-term overarching

strategy of enhancing gender mainstreaming through building national capacity.

Purpose of the Post

To support the implementation of all activities under the Gender Justice project which are focused on legal reform, access to justice and gender mainstreaming 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).

Description of Responsibilities :

Under the direct supervision of the UNIFEM Gender & Justice Unit manager, the Gender & Justice Deputy Unit Manager serves as deputy to the Unit manager and is charged with the direct and daily management of and supervisory responsibility for project staff; coordination of Unit programs, projects, and initiatives; oversight of monitoring and evaluation efforts; contributing in the completion of donor and other report writing; participation in strategic planning and work plan development; and implementation of capacity building and professional development programs for other national staff in the unit. The post serves as a key advisor to the Unit manager on matters of organizational integrity within the unit, with the aim of ensuring: (i) compliance with UNIFEM and UNDP policies and regulations; (ii) effective systems to support program delivery and growth; (iii) accountability to organizational values and principles; (iv) and enabling workplace environment in which staff potential is maximized. Programmatically, the Gender & Justice Deputy Unit Manager heads the Law reform, law mapping, developing paralegal trainings and implementation of that in partnership with other actors.

Duties and Responsibilities:

- **Advisor to Unit Manager.** The Deputy Unit Manager will provide input on the strategic direction of program within the context of Afghanistan. The National Deputy will support the identification of opportunities for productive interventions and will support the Unit Manager in establishing policies and practices to ensure sound management and staff oversight, to effectively meet program obligations, and to facilitate a workplace environment of mutual accountability, recognition, and respect. The Deputy Unit Manager will also be responsible for overseeing quality control of programming and identifying potential challenges.
- **Officer in Charge.** The Deputy Unit Manager will act as the Officer in Charge (OIC) of the Gender & Justice Unit when the G&J Unit Manager is not in country. As OIC, the Deputy Unit Manager will assume responsibilities of the Unit Manager for a given period of time.
- **Management and Supervision.** The Deputy Unit Manager will support the Unit Manager in supervising and appropriately delegating areas of responsibility to Unit staff. The Deputy Unit Manager will be particularly responsible to supervise the Program Officers and be maintaining close relations with International Consultants of the unit to provide the required advices and consultations. The Deputy Unit Manager will be further responsible to provide intensive support to all staff, overseeing capacity building needs and ensuring quality implementation and partner management.
- **Program Coordination.** The Deputy Unit Manger will support the integration of the Unit Manager's technical inputs, vision, conceptualization of the strategy, and annual planning into day-to-day programming activities. Working closely with unit staff, the Deputy Unit Manager will coordinate the timing, resources needs, and synergy of all projects and initiatives of the unit, encouraging cross-fertilization within and across units as appropriate. The Deputy Unit Manager will support the Unit Manager in overseeing the development of the annual planning process and project activities; including preparation of proposals, work plans, budgets and progress reports with realistic and achievable timelines.
- **Leadership.** The Deputy Unit Manager is responsible for adhering to the organizational culture of accountability, responsibility, capacity building and quality of services created by the Unit Manager and guiding other unit staff in adherence to these principles. The Deputy Unit Manager is expected to support the Unit Manager in encouraging a team culture of learning, creativity and innovation and respects that there exists a clearly understood and implemented chain of authority and accountability within the Unit.
- **Partnership and Networking.** The Deputy Unit Manager will support the Unit Manager in developing strategic partnerships and strengthening linkages with NGOs, donors, UN agencies, government institutions, private

sector, civil society and community grass root organizations for the implementation of the Unit's strategic plan.

- Donor Reporting and Program Writing. Under the direction of the Unit Manager, the Deputy Unit Manager will oversee the completion of donor reports in coordination with the relevant Gender & Justice staff in a timely and professional manner. The Deputy Unit Manager will also undertake the preparation of concept notes and other writing materials as requested by the Unit manager.
- Capacity Building. In consultation with the Unit Manager, the Deputy Unit Manager will assess the needs for capacity building of the unit staff, developing training plans and designing a capacity building and professional development program for national staff to maximize their human potential and optimize operational effectiveness of the unit.
- Monitoring and Evaluation. The Deputy Unit Manager will oversee monitoring and evaluation of specific projects and initiatives as well as the unit as a whole, advising the Unit manager on areas in need of strengthening in such a way that proactive and remedial action might be taken in a timely manner.
- The National Program officer/Deputy Unit Manager is also responsible for taking active part in law reform & law mapping on behalf of UNIFEM Gender & Justice Unit and development of paralegal trainings with the help of other Gender & Justice Unit's staff and related partners.

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 is 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, both written and oral in English, Dari and Pashtu.
- 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 :

- Bachelor's degree (seven years of relevant experience) or Master degree (five years of relevant experience) in Law, Shariah Law, Gender studies, Human Rights, or other related field;
- Having 5 to 7 years of progressively relevant professional work experience in program design and management, program coordination, monitoring and evaluation, donor reporting, and capacity building.
- Proven technical expertise/experience in the areas of Law reform, legal aid, women human rights and gender equality issues.
- A proven ability to liaise with a myriad of stakeholders and partners, including Legal Aid organizations, organizations working for enhancement of women human rights and gender equality, Government departments, Parliamentarians, Legislative bodies, civil society, international organizations, other UN Agencies and grassroots organizations.
- Experience in the area of Law reform from gender and human rights perspectives and working in issues related to gender and women human rights in Afghanistan.
- Clear understanding of the effect/impact of VAW on development and the ways how to address those issues to eliminate violence against Women.
- An understanding of the legal, social, cultural, and political context of Afghanistan and its relation to gender.
- Proficiency in the use of computer, office software packages.