

VACANCY ANNOUNCEMENT No 2007/10/034

Date: 24 Oct 07

Post title: Women in Leadership Program Officer
Organization: UNIFEM
Type of contract: Service Contract
Grade/level: SC/9
Duration: One year with possibility of extension
Duty station: Kabul
Closing date: 11 Nov 07

Background

UNIFEM, over the last 4 years has been actively involved in institutionalizing gender equity. This process has contributed to the presence of Afghan women in Parliament and provincial council. It is important to fully capitalize on the human resources available in parliament, government agencies and civil society to promote a sustainable democracy which also prioritizes gender equity and gender mainstreaming. The empowerment of women as political leaders and promotion of women's political participation are crucial to meeting this aim.

As part of its support to women parliamentarians UNIFEM has established a resource centre and is providing resource support to parliamentarians, civil society and provincial council members in response to their requirements.

In order for this centre to function effectively UNIFEM requires Women in Leadership Program Officer.

Key responsibilities

A/Program implementation:

- To work with other members of the program to develop activities of the centre targeted at Members of Parliament, Civil Society Organizations and Provincial Councilors.
- To liaise with relevant organizations in order to develop strategic partnerships to meet training and support needs of the centre.
- To carry out public affairs work for the centre, actively promoting the work of the centre and engaging key stakeholders in the work taking place at the centre.
- To attend committee meetings in parliament to offer support and assistance to women parliamentarians.
- To work on a needs assessment of 6 Provincial Councils and to develop and deliver training accordingly in the area of gender, human rights and peacekeeping with a view to building up a network of Provincial Councilors and Civil Society Activists at a local level.
- Provide culturally relevant input to the program design and provide relevant feedback.
- Provide technical assistance to parliamentarians on a range of needs based issues as and when necessary.
- Produce regular reports, newsletters and other written documentation of Centre's activities as necessary.
- Participate in the weekly team meetings of the gender and justice unit of UNIFEM.

B/Administrative issues:

- To supervise the work of the centre research staff and interns responding to their requirements and ensuring that their work is valuable to the centre and centre's stakeholders.
- Supervise centre support staff (Guards, cleaners etc.)
- Monthly preparation of time sheets for all staff stationed in center.
- Translation work, both written and oral, as required

C/Any other tasks required by supervisor

Professional Skills:

- University degree in Political sciences ,International Relations or equivalent
 - 5-6 years research or program management experience
 - Background of work with Afghan civil society is desirable
 - Some experience of working with members of Parliament desirable
 - An in depth understanding of gender issues in international and Islamic terms.
 - A background in working with Afghan people from diverse levels of education, economic status, social status and ethnicity.
 - To be interested in Politics and ready to work in a dynamic environment.
 - To have a keen attention to detail and ensuring work is of a high quality.
 - Ability to work effectively as a team member and to self motivate where necessary.
 - Ability to work under pressure and to tight deadlines.
 - To be willing to travel in country if required.
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- Excellent computer skills including office technologies and internet.
 - To have excellent spoken and written English and Dari skills and preferably knowledge of Pashto.

Submission of Application

Please submit a one-page cover letter explaining your interest and suitability for this position as well as an updated CV. 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 registry, UNDP compound, Shah Mahmood Ghazi Watt, Kabul, Afghanistan

Or, e-mail their application (indicating on the subject line the VA number and the title of the position applied for) to: registry.unifem.af@unifem.org

Please note that applications received after the closing date (i.e 11 Nov 07) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.

Female candidates are strongly encouraged to apply