



Vacancy Announcement No 2009/10/104
(Re-advertised)

Date: 28 Oct 09

Post Title: National Program Officer
Organizational Unit: UNIFEM (Gender and Justice)
Type of Appointment: Service Contract
Level: SB4
Sex: Female only
Duration: One Year with possible extension
Duty Station: Kabul, Afghanistan with some travel to provinces
Starting Date: Immediate

Closing Date: 12 Nov 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:

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.

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 Officers, 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 to develop sustainable centers in all the provinces of Afghanistan. She will also supervise the work of the referral center coordinators in close collaboration with the Gender & Justice Specialist and the Gender & Justice Manager. 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 Sectoral Strategy and the National Justice Plan.

Areas of responsibility include:

Summary of Key Functions:

- Administration and implementation of the Referral Centers in cooperation with the relevant ministries and stakeholders.
- Management of the Referral Center project/Supervision of the referral center coordinators
- Facilitation of knowledge building and knowledge sharing in all matters pertaining to access to justice for women.
- Work together with NPO for legal and policy in relation to paralegal projects

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

- 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 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 Specialist.
- Translate working documents wherever necessary (Dari and English).

2. Management of the Referral Center project

- Review, update and implement working formats in line with the growing needs of the referral centers and its paralegal officers.
- Finalize and implement the operational guidelines for the referral centers with support of Gender and Justice 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 field trips to monitor the work of the centers.
- Design, coordinate and implement training programs wherever needed.
- Update the referral manual.
- 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.
- Perform related tasks and responsibilities that may be assigned by the Unit Manager from time to time.

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.

Qualifications:

- Bachelor degree in Law, sharia or Social Sciences
- 3-5 years of experience in the field of law, gender and psychology with UN, International or national organizations
- 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:

Please submit a one-page cover letter explaining your interest and suitability for this position as well as an updated CV (maximum 4 pages). 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 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. 12 Nov 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.