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### **Vacancy Announcement No 2009/01/069**

**Date: Jan 6, 09**

Post Title: Livelihoods National Programme Officer  
Organizational Unit: UNIFEM (Community Empowerment and Economic Development Unit)  
Type of Appointment: Service Contract (National)  
Grade/Level: SC9  
Duration: One Year, Renewable  
Duty Station: Kabul, Afghanistan  
Starting Date: Immediate  
**Closing Date: 20 Jan 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 umbrella programme in Afghanistan has the main objective to build Afghan women's capacity and leadership to enable them to effectively participate in the social, economic and political processes in the country. An extension to this mandate is UNIFEM's duty to engage in research, advocacy and policy development activities. This not only helps to inform and strengthen the programmes, but also contributes to our task of mainstreaming gender into the central government strategies, policies and laws. UNIFEM works within the framework of UN SCR 1325, CEDAW, and the National Action Plan for the Women of Afghanistan (NAPWA) and the Afghanistan National Development Strategy (ANDS).

The CEED Unit is in the process of reviewing its previous strategies focused on building Afghan women's capacity to effectively participate in the socio-economic and political processes in the country in order to begin to define a clear sectoral strategy for promoting women's socio-economic and political development through sustainable livelihood strategies. At the same time, the Unit fosters evidence-based data and information to inform appropriate policies and measures that will ensure women's access to jobs and employment.

#### **Duties and Responsibilities:**

Under the direct supervision of the Socio-Economic Livelihoods Specialist, the National Programme Officer will provide technical and other support to the Livelihoods Specialist in areas of programme implementation, monitoring and evaluation and partnership/networking with different stakeholders.

### Areas of responsibility include:

- Programme implementation: provides technical support to the Specialist in the formulation of the livelihoods component of the Unit's programme, including identifying potential economic interventions to improve women's economic opportunities and household livelihoods.
- Capacity building: in consultation with the Specialist, assesses the need for capacity building of partners and designs a capacity building programme for partners working in the area of sustainable livelihoods for women's socio-economic and political development.
- Monitoring and evaluation: supports the monitoring and evaluation of the livelihoods component, advising the Specialist on areas in need of strengthening in such a way that proactive and remedial action can be taken in a timely manner. Undertakes supplementary data gathering whenever necessary to ensure that information for achieving the outputs are accurate and comprehensive. Cooperates with other members of the team in planning, implementing and monitoring the CEED Unit's other activities. Participates in field missions as necessary.
- Partnerships and networking: assists the Specialist in developing strategic partnerships in the area of sustainable livelihoods and strengthening linkages with NGOs, UN agencies, local government institutions, and private sector.
- Reporting: contributes to the development of concept notes and field monitoring and other reports and to the sharing of the CEED Unit's activities with other UNIFEM units.
- Trainings and workshops: assists the CEED Unit in facilitating meetings, workshops and trainings related to programme activities in the area of sustainable livelihoods.
- Interpretation and translation: provides interpretation and translation support to the Specialist as needed.

### Qualifications:

- Master's degree or equivalent in agriculture and rural development or a related field ;
- Minimum 4-5 years progressive relevant experience in the area of livelihoods development;
- Demonstrated experience in research and monitoring and evaluation techniques;
- Ability to work under pressure, to strict deadlines and to manage numerous tasks simultaneously;
- Strong and proven planning, organizational and work prioritization skills;
- 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;
- Commitment to upholding the organizational values and principles of UNIFEM Afghanistan;
- Excellent written and oral communication skills in Dari and English;
- A proven ability to liaise with a myriad of stakeholders and partners, including government, civil society, International organizations and grassroots organizations;
- An understanding of the social, cultural, and political context of Afghanistan and its relation to gender;
- Experience working in issues related to socio-economic and political empowerment of women in Afghanistan.

### **Submission of Applications**

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](mailto:registry.unifem.af@unifem.org)

Please note that applications received after the closing date (**i.e. 20 Jan 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.

*UNIFEM-Afghanistan's strategic priorities include the nationalization of leadership. Thus, applications are encouraged from those with demonstrated leadership potential. At UNIFEM's discretion, the substitution of demonstrated leadership potential for specific skills may be considered in instances where the organization deems it possible and beneficial to provide on-the-job training and mentoring to selected candidates.*

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