

## 16013 - National Protection Officer(Female only) - Kabul, AFGHANISTAN

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**Job ID/Title :**

16013 - National Protection Officer(Female only)

**Brand :**

UNIFEM

**Application Deadline :**

24-Apr-10

**Type of Contract :**

Service Contract

**Post Type and Level :**

SB-4

**Duty Station :** Kabul, AFGHANISTAN

**Languages Required :** English

**Starting Date :**

**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.

Background:

Since 2002, the UNIFEM Afghanistan Country Office (ACO) has been assisting the government of Afghanistan and its partners in the area of Elimination of Violence Against Women (EVAW). UNIFEM is further expanding its EVAW Program in view of building capacities and providing more coherent and specialized support in the work pertaining to EVAW carried out by both government and civil society organizations. In this regard, UNIFEM Afghanistan's Elimination of Violence against Women Special Fund (EVAW SF) was established in 2007. The Fund addresses the inadequate mechanism to financially support and mobilize community-based and non-governmental organizations that are working on EVAW and expand EVAW initiatives throughout Afghanistan in a coordinated, strategic and sustainable manner. UNIFEM ACO aims to pass the Fund on to a national leadership within a set time frame. The work of the EVAW SF is inter-linked with all other EVAW initiatives of UNIFEM Afghanistan to ensure a coordinated and collaborative approach and their sustainability.

In supporting EAW in Afghanistan, UNIFEM also recognizes the need to protect women human rights defenders engaged in promoting the full realization of gender equality commitments and women's participation in political, peace and governance processes. UNIFEM is in the process of establishing the Urgent Response Fund (URF) as a mechanism to address targeted violence against women's rights defenders; to cultivate a safe environment for Afghan women to exercise their political rights of expression, representation, and peaceful assembly at the national and sub-national levels; and to provide rapid responses to ensure safety and security of those targeted by threats and violence.

The UNIFEM Afghanistan Special Funds are a mechanism to strengthen resource efficiency and effectiveness by pooling resources and expertise via multiple stakeholders to provide effective response to address women's rights priorities, build capacities and provide more coherent and specialized support to government, civil society organizations and individuals to work and deliver in close coordination and collaboration and to expand women's rights initiatives throughout Afghanistan.

### **Description of Responsibilities :**

#### Summary:

Under the direct supervision and guidance of UNIFEM Afghanistan Special Funds Coordinator, the National Protection Officer will be responsible for the URF and protection-related issues of the EAW SF. The National Program Officer will also support additional activities within the UNIFEM SF which are focused on EAW in Afghanistan.

#### Functions / Key Results Expected:

- Administer the URF
- Coordinate and monitor protection issues of the Special Funds
- Provide administrative and technical assistance in implementation of Special Funds programs
- Assist in capacity building of Special Fund partners and relevant UNIFEM staff and facilitate knowledge building and knowledge sharing

#### Areas of responsibility include:

##### 1. Administer the URF

- Develop and strengthen the administration and management structures, including operational guidelines, selection criteria and advisory mechanism for the URF
- Prepare for and conduct meetings with UNIFEM management and other stakeholders on URF setup, management and administrative structures, advisory mechanisms and operations guideline
- Develop program implementation plan for the URF and undertake the program activities as planned
- Maintain contribution and expenditure records for URF

##### 2. Manage, coordinate and monitor protection issues of the Special Funds

- Respond, administer and coordinate with key stakeholders on violence against women (VAW) cases and clients that need urgent and rapid response
- Collect documents and evaluate information to determine client's initial/ongoing eligibility for assistance through the URF
- Coordinate and support protection issues and concerns of EAW SF partners by providing technical support to resolving cases, referrals, coordination, among others
- Liaise with EAW SF partners and relevant agencies to promote implementation of common standards in protection and shelter and support for victims.
- Develop a systematic mechanism to document and monitor the VAW cases and clients responded/supported through the Special Funds and protection needs identified. Maintain up-to-date case files for documentation of case activity. Maintain statistical data, which reflects an accurate account of the

number of clients served, number of types of activities performed, financial support provided

- In coordination with other relevant actors (UN agencies, non-government organizations, Government) advocate for the protection of women victims of violence and their access to services.

- Identify potential partnerships to implement protection programs for women victims of violence, e.g., psychosocial support, peer support, reintegration, among others

- Conduct field visits to monitor implementation of partner activities and cases as referred and when necessary.

3. Provide administrative and technical assistance in implementation of Special Funds programs

- Assist in the monitoring, evaluation and reporting of the projects supported by the funds and its processes internally

- Provide technical and administrative support to EAW SF team and partners as and when requested by the Special Funds Coordinator

- Perform other tasks relating to program and operations of the Special Funds as and when requested by the Special Funds Coordinator.

4. Assist in capacity building of Special Fund partners and relevant UNIFEM staff and facilitate knowledge building and knowledge sharing

- Assist in the development and facilitation of partner and staff capacity building programs

- Provide technical support to UNIFEM management and partners in the development of information materials or tool kits on the Special Funds

- Coordinate with other colleagues the integration of lessons learned into the review and planning processes of the Special Funds

#### **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.

- Ability to work under pressure and meet deadlines.

- 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 :**

- Master's degree in Development Studies, Law or Social Sciences with two years of experience or Bachelor's degree in above-mentioned field with four years relevant experience in the field of law, women's rights, elimination of violence against women with a UN agency, international or national organization, knowledge of Afghan laws, the justice system and governance

- Technical experience in gender analysis and monitoring and evaluation with participatory approaches

- Sound knowledge of international standards on human rights, women's rights and related instruments

- A proven ability to liaise with a myriad of stakeholders and partners, including government, civil society, international organizations and grassroots organizations

- Excellent command of spoken and written English and Dari. Knowledge of Pashtu is an advantage

- Computer skills (mainly office packages)
- Ability to travel inside/outside the country

### **Submission Guideline**

Interested and qualified national Afghan candidates should apply on-line through the UNDP Jobs site at <http://www.undp.org.af/Jobs/index.htm> and please ensure that to fill up and upload Personal History Form-P.11 which is available at <http://www.undp.org.af/Jobs/index.htm> in the relevant field of the on-line application

Incomplete applications or applications received after the closing date (24 April 2010) will not be given consideration. Please note that only applications who are short-listed will be contacted.

The vacancy announcement is open only for Afghan female national(s) applicants