

16035 - Consultant: Management Specialist - Kabul, AFGHANISTAN

Job ID/Title :

16035 - Consultant: Management Specialist

Brand :

UNIFEM

Practice Area :

Management

Application Deadline :

21-Apr-10

Type of Contract :

SSA

Post Type and Level :

International Consultant

Duty Station :

Kabul, AFGHANISTAN

Duration of Initial Contract :

6 months

Background:

Organizational Context

UNIFEM is dedicated to advancing gender equality and women's empowerment in Afghanistan. Staff and consultants of UNIFEM Afghanistan Country Office (ACO) 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.

With the evolving current demands for the services of and guidance from UNIFEM ACO, a need to set up a new management support unit has been identified. The new structure is based on the units', and ACO as a whole, growing requirements, past evaluation recommendations and future requests as detailed in the strategic plan of UNIFEM.

Under the guidance and direct supervision of the UNIFEM ACO Deputy Country Director, the Management Specialist shall be overall responsible and accountable for the effective and efficient

provision of management support services to senior management, programs and operations units within the Country Office (CO), and for guiding and managing the development of a Management Support Unit. The management support services include external relations and resource mobilization management, corporate monitoring and evaluation processes and provision of program support services such as resource planning and management, knowledge management (information coordination and sharing), training, and programs and operations facilitation.

The Management Specialist is expected to serve as a key advisor to senior management to improve development and organizational effectiveness of the CO and create cohesion and synergies between programs and operations teams, as well as between the CO and projects in close cooperation with other CO units. As the MSU will be a new structure within the UNIFEM ACO, the Specialist shall provide strategic direction, identify opportunities for productive interventions, guide management and set policies for the unit to meet its mandate as its parameters are further being refined and transformed.

Description of Responsibilities :

Summary:

- Build and maintain effective external relations, partnerships and support resource mobilization
- Ensure results-based management of CO programmes and projects
- Ensure the provision of effective and efficient programme and operations support services
- Assist management in corporate monitoring and evaluation
- Perform other tasks as may be assigned by senior management from time to time

Areas of responsibilities:

1. Effective external relations, partnerships and resource mobilization support

- Support and advise on the preparation and clearance of agreements with partners (Donors, Government, UN Agencies, other partners)
- Provide assistance in engaging with stakeholders, international organizations, civil society and private sector to mobilize additional technical and financial resources
- Lead in the implementation of ACO's resource mobilization and networking strategy and systems.
- Coordinate request processes including liaison with internal and external partners and donors, consolidation of the CO response and follow-up when and as required.
- Build staff capacities on corporate requirements for resource mobilization (Letter of Agreements, Memorandum of Understanding, donor reporting requirements, etc.);
- Assist senior management in coordinating resource mobilization efforts and prepare briefing notes upon request
- Participate in and proactively respond to resource mobilization activities for fund raising for new projects in coordination with senior management

Outputs: donor reports, briefing papers, minutes, talking points, agreements, letters

Time Frame: continuing (6 months)

2. Results-based management and development of programmes and projects

- Support to the management, review, development or revision of the UNIFEM ACO corporate Strategic Plan (2010-2013) as well as Unit Work Plans
- Coordinate the annual resource planning exercise in line with the strategic plan targets

- Coordinate the preparation of annual results reports and target setting with programme units
- Coordinate and oversee the development of an annual results-based management schedule for the country programmes and projects
- Assist senior management in accessing new programming opportunities in line with UN practice areas
- Participate, as needed, in country level UN programming processes and similar exercises

Outputs: consolidated strategic plan, written comments, recommendations on unit work plans, schedules, technical assistance, reports

Time Frame: two months

3. Provision of effective and efficient programme and operations support services

- Promote knowledge management, sharing and development of an effective organizational information flow to create cohesion and synergies between programme and operations teams, as well as between the CO and projects
- Ensure facilitation of knowledge building and knowledge sharing, focusing on the identification and formulation of lessons learned from evaluations and studies to be integrated into the broader knowledge management
- Ensure that the units deliver client-oriented, timely, effective and efficient support services to both programmes and operations such as on resource planning and management, budgeting, cost recovery services, among others
- Establish facilitation links between programmes and operations as may be necessary to ensure smooth work flow and processes

Outputs: knowledge management system, reports, terms of reference, MSU functions and structure

Time Frame: two months

4. Corporate monitoring and evaluation

- Ensure regular corporate monitoring and evaluation of the CO strategic plan, unit programmes and work plans
- Support mid-term reviews, annual reviews and outcome evaluation in collaboration with programme units and other UN Agencies as needed
- Ensure realistic inputs into the annual target setting exercise, follow-up targets or adjustments and monitor progress
- Maintain and support the implementation of the CO evaluation plan and ensure that it adheres to the corporate evaluation policy
- Contribute to programme/project appraisal and evaluation according to results-based management requirements
- Monitor progress against milestones and deadlines and regularly provide feedback to senior management

Outputs: internal monitoring and evaluation system, comments on evaluation activities, reports, feedbacks, management response templates

Time Frame: two months

5. Perform other tasks as may be assigned by senior management from time to time.

Competencies :

Core Values and Ethics

- Demonstrate cultural sensitivity and able to work in a multi-national environment

- Support the Organization's corporate goal
- Comply with UNIFEM rules, regulations and code of conduct
- Demonstrate integrity

Teamwork

- Build effective client relationships and partnerships
- Interact with all levels of staff in the organization
- Excellent interpersonal skills
- Build and share knowledge
- Provide guidance and support to others
- Apply existing knowledge to work
- Make valuable practice contributions

Communication

- Excellent oral and written skills
- Listen actively and respond effectively

Task Management

- Plan, prioritize and deliver a variety of tasks on time
- Exercise sound judgment/analysis
- Develop creative solutions

Learning

- Promote learning environment in the office
- Provide constructive coaching and feedback for others

Technical/Functional

- In-depth knowledge of program management and implementation
- Knowledge of UNIFEM business, operations and programming cycle (preferred)

Qualifications :

- Master's Degree or equivalent in Public Administration, Economics, Social Sciences, International Relations, Political Sciences, Development Studies or related field.
- Minimum of 5 years of progressive relevant professional work experience in management methodologies along the areas of policy and program development and management, planning, design and project implementation, monitoring and evaluation, knowledge management, resource mobilization and networking, administration and human resource development and management.
- Track record on gender and participatory approaches with sound knowledge of international standards on 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.
- A proven history of leadership, management and staff supervision through a style of mutual accountability and professional development.

- Demonstrated sensitivity, discretion, tact, and courtesy in relation to gender equality and women's rights, development principles, implementing partners, and national and international personnel of varied nationalities and backgrounds.
- Commitment to upholding the organizational values and principles of UNIFEM.
- Excellent written and oral communication skills, especially in professional English.