

16992 - National Program Officer (Deputy Unit Manager-ICDU) - Kabul, AFGHANISTAN

Job ID/Title :	16992 - National Program Officer (Deputy Unit Manager-ICDU)
Scope of advertisement :	Locally advertised (only on AFGHANISTAN Country Office Website)
Category (eligible applicants) :	External
External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.	
Brand :	UNIFEM
Practice Area :	Women's Empowerment
Application Deadline :	06-Jun-10
Type of Contract :	Service Contract
Post Type and Level :	SB-5
Duty Station :	Kabul, AFGHANISTAN
Languages Required :	English
Starting Date :	
Duration of Initial Contract :	One Year
Expected Duration of Assignment :	

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.

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 UNIFEM's task of mainstreaming gender into government strategies, policies and laws.

Since 2002, UNIFEM Afghanistan Country Office (ACO) has been supporting the development of institutional capacities on

gender mainstreaming within the government, particularly through the Ministry of Women's Affairs (MOWA). Through its Institutional Capacity Development Unit (ICDU), UNIFEM helped to strategically position gender in major policy frameworks of the country, including the Afghanistan Compact (AC) and the Afghanistan National Development Strategy (ANDS). ICDU was also the main adviser of MOWA in the development of the Gender Strategy of ANDS and the National Action Plan for the Women of Afghanistan (NAPWA), a ten-year action plan that serves as the main vehicle of government for implementing its commitments to the women of Afghanistan.

With the adoption of NAPWA on 19 May 2008 by the Cabinet, the government has been confronted with the challenge of ensuring its implementation, particularly at the sub-national level. For this reason, UNIFEM and MOWA continue to pursue its partnership in mainstreaming NAPWA implementation into the planning, policy making, programming, budgeting, implementation, monitoring, reporting, and evaluation processes of government. Guided by the MOWA Results Framework and the strategies that are continuously being refined to suit the changing realities, the Institutional Capacity Development of UNIFEM endeavors to bring together resources, support and multiple stakeholders' initiatives around accelerated implementation of NAPWA.

Description of Responsibilities :

Under the guidance and direct supervision of the Unit Manager, the Deputy Unit Manager of ICDU serves as a member of the senior management of the Institutional Capacity Development Unit (ICDU) with oversight responsibilities for all aspects of ICDU programming and operations including partnership building, fiscal oversight, program implementation, monitoring, reporting, staff and office administration, and management of security concerns. The post is next in line to the ICDU Unit Manager and will be equally responsible for policy and programming work of the ICDU as well as on matters of organizational integrity with the aim of ensuring: (i) compliance with UNIFEM and UNDP policies and regulations; (ii) effective systems to support program delivery and growth; (iii) accountability to organizational values and principles; and (iv) and ensuring an enabling workplace environment in which staff potentials are developed and optimized.

Description of duties and Responsibilities :

- **Advisor to Unit Manager.** The Deputy Unit Manager will provide input on the strategic direction of program within the context of Afghanistan. The National Deputy will support the identification of opportunities for productive interventions and will support the Unit Manager in establishing policies and practices to ensure sound management and staff oversight, to effectively meet program obligations, and to facilitate a workplace environment of mutual accountability, recognition, and respect. The Deputy Unit Manager will also be responsible for overseeing quality control of programming and identifying potential challenges.
- **Officer in Charge.** The Deputy Unit Manager will act as the Officer in Charge (OIC) in the absence of the Unit Manager of the ICDU. As OIC, the Deputy Unit Manager will assume the responsibilities of the Unit Manager for a given period of time.
- **Management and Supervision.** The Deputy Unit Manager will support the Unit Manager in supervising and appropriately delegating areas of responsibility to Unit staff. In particular, the Deputy Unit Manager will provide intensive support to staff overseeing capacity building and programming to ensure quality implementation and partner management.
- **Economic Policy Development Support.** The Deputy Unit Manager will provide support to the Unit Manager in keeping the Unit updated on political and policy development as they impact on the implementation of government policies on gender. S/he will be responsible for tracking the progress of implementation of the NAPWA and other gender equality policies of government in partnership with the relevant unit of MOWA and its partners, as well as the provision of technical support to the government in the preparation of annual report on gender equality, updating of statistical data base to support the monitoring and evaluation system, and advising MOWA on its other activities related to NAPWA implementation, budgeting, monitoring and reporting. The Deputy Unit Manager will support the Unit Manager in participating in various national policy dialogues through providing relevant policy briefs and other researches as may be needed.
- **Programme Coordination.** The Deputy Unit Manager will support the integration of the Unit Manager's technical inputs, vision, conceptualization of the strategy, and annual planning into day-to-day programming activities. Working closely with unit staff, the Deputy Unit Manager will coordinate the timing, resources needs, and synergy of all projects and initiatives of the unit, encouraging cross-fertilization within and across units as

appropriate. The Deputy Unit Manager will support the Unit Manager in overseeing the development of the annual planning process and project activities; including preparation of proposals, work plans, budgets and progress reports with realistic and achievable timelines.

- Leadership. The Deputy Unit Manager is responsible for adhering to the organizational culture of accountability, responsibility, capacity building and quality of services created by the Unit Manager and guiding other unit staff in adherence to these principles. The Deputy Unit Manager is expected to support the Unit Manager in encouraging a team culture of learning, creativity and innovation and respects that there exists a clearly understood and implemented chain of authority and accountability within the Unit.
- Partnership and Networking. The Deputy Unit Manager will support the Unit Manager in developing strategic partnerships and strengthening linkages with NGOs, donors, UN agencies, government institutions, private sector, civil society and community grass roots organizations for the implementation of the Unit's strategic plan.
- Donor Reporting and Programme Writing. Under the direction of the Unit Manager, the Deputy Unit Manager will oversee the completion of donor reports in coordination with the relevant ICDU staff in a timely and professional manner. The Deputy Unit Manager will also undertake the preparation of concept notes and other writing materials as requested by the Unit manager.
- Capacity Building. In consultation with the Unit Manager, the Deputy Unit Manager will assess the needs for capacity building of the unit staff, developing training plans and designing a capacity building and professional development programme for national staff to maximize their human potential and optimize operational effectiveness of the unit.
- Monitoring and Evaluation. The Deputy Unit Manager will oversee monitoring and evaluation of specific projects and initiatives as well as the unit as a whole, advising the Unit manager on areas in need of strengthening in such a way that proactive and remedial action might be taken in a timely manner.

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 background.
- 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 :

- Masters degree in, international development, development economics, public policy, gender or related field with minimum of 5 years progressively relevant professional work experience in programme design and management, program coordination, monitoring and evaluation, donor reporting, community development and capacity building with proven technical expertise in the areas of gender mainstreaming and institutional capacity building or a Bachelors degree in the above mentioned fields with minimum of 7 years of relevant experience.
- Sound knowledge of national and international policy frameworks on women's empowerment and gender equality;
- A proven ability to liaise with a myriad of stakeholders and partners, including government, civil society, international organizations and grassroots organizations;
- Experience in the area of gender policy and program advocacy, gender mainstreaming and monitoring, ideally in a post conflict setting;
- An understanding of the social, cultural, and political context of Afghanistan and its relation to gender;
- Proficiency in the use of computer, office software packages; and
- Excellent communication skills (written and verbal) in English and Dari/Pashtu.