



DATE: 18 Feb 2010

**UNITED NATIONS DEVELOPMENT FUND FOR WOMEN  
VACANCY ANNOUNCEMENT No. 14954**

**Position Information:**

Job Code Title:	Senior Advisor to the Officer-in-Charge
Organizational Unit:	UNIFEM Afghanistan Country Office
Type of Appointment:	Special Service Agreement ( <b>International</b> )
Duration:	6 months
Number of Position(s)	One (1)
Duty Station:	Kabul, Afghanistan
Closing Date for Applications:	3 March 2010

**Note: UNIFEM Afghanistan reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNIFEM Afghanistan at the same grade level and with similar job description, experience and education requirements.**

**UNIFEM Mission Statement**

UNIFEM is the women's development fund at the United Nations. Established in 1976, it provides financial and technical assistance to innovative approaches aimed at fostering women's empowerment and gender equality. Today the organization's work touches the lives of women and girls in more than 100 countries. UNIFEM also helps make the voices of women heard at the United Nations — to highlight critical issues and advocate for the implementation of existing commitments made to women.

**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.

UNIFEM has been actively involved in working to institutionalize gender equity in Afghanistan. Placing the advancement of women at the centre of all of its efforts, UNIFEM ACO's approach to this objective has been through an integrated program of institutional capacity building and technical support to ministries, gender mainstreaming across government and in the justice sector, supporting economic empowerment initiatives for women, promoting women's engagement in peace building, advocating for elimination of violence against women, and legal and justice reform.

Under the direct supervision of the UNIFEM ACO Officer-in-Charge (OIC), and in close collaboration with the Unit Managers, the Senior Advisor (SA) will lead the development of the leadership capacity of the national staff, to replace more progressively international staff with

senior national staff. The SA will provide advice and practical support to the OIC in the areas of: accelerating the capacity development of national officers; strengthening programme management and implementation in the Gender and Justice Unit; providing support to the OIC in addressing strategic issues related to programming, relationship with UN Country Team, Security Management Team, donor agencies and other areas as may be needed and determined by the OIC.

## Functions / Key Results Expected

### **I - Capacity Building and Leadership Development of National Senior Staff**

The SA will be expected to:

- Assess the need of UNIFEM National Senior Staff and develop a strategy for building their leadership and management capacity.
- Assist and facilitate communication between National Managerial Team and Regional office and with the HQ when needed.

#### **Outputs:**

- 1.1 Capacity Needs Assessment Report (month 1)
- 1.2 Strategy for building leadership and management capacity of senior national staff (month 2)
- 1.3 Report on communications facilitated (on-going throughout consultancy)

### **2 - Staff Management**

- Support the OIC to ensure that all UNIFEM staff, and staff from partners and counterparts, operate in line with UNIFEM policies and guidelines
- Assist the OIC to empower the national staff ensuring that they are fully informed about their institutional rights and duties in order to enhance their professional culture and ethic

#### **Outputs:**

- 2.1 Report on actions taken to ensure compliance of staff and staff from partners and counterparts to UNIFEM policies and guidelines (on-going throughout consultancy)
- 2.2 Plan and report on staff empowerment activities (on-going throughout consultancy)

### **3 - Team building**

- Provide regular group dynamic analysis to the OIC for better integration of every team member through friendly and tolerant attitude and develop communication and information exchanges among the group
- Advise and assist the OIC to establish consensual rules for team work and develop participatory decision making to transfer efficiently the ownership of the collective decisions to every team member

#### **Outputs:**

- 3.1 Group dynamic analyses, strategy to promote exchange of communication and information, (month 1-3)
- 3.2 Recommendations on the promotion of team work and participatory decision making (months 1-3)

#### **4 - Security issues**

- Assist the OIC to evaluate the risks and obstacles to project implementation and advise on necessary revision of current programs and development of new ones related to the security issues
- Advice OIC for taking sound decision and provide clear and timely direction to ensure effective communication of message relating staff security

##### **Outputs:**

- 4.1 Security related advice on project development and implementation (on going throughout consultancy)
- 4.2 Timely advice on managing security related information to staff (on going throughout consultancy)

#### **5 - Relationship with UN bodies and donors agencies**

- Transfer knowledge of mandate role and functions of UNCT, SMT, and UNDAF etc... and facilitate relationship and useful communication between UNIFEM OIC and key members of UN Country Team.
- Assist the OIC to represent UNIFEM in UNCT, SMT, UNDAF and other inter-agency meetings and workshops.
- Assist and advise the OIC to develop partnership and donors relation, to prepare donor meeting and identify areas and potential donors

##### **Outputs:**

- 5.1 Advice on information related to UN agencies and its work (on going throughout consultancy)
- 5.2 Advice on partnership approaches and messages for donor meetings (on going throughout consultancy)

#### **6 - Programme oversight and strategic decision making**

- Assist the OIC to mobilise support and resources, provide quick responses within established rules and parameters
- Provide situation analysis in various area of UNIFEM interventions and advise the OIC on programme oversight to facilitate strategic decision making within the specific context and adopted framework

##### **Outputs:**

- 6.1 Advice on mobilization of resources and strategic decision making (on going throughout consultancy)

#### **7 - Coordination**

- The SA will liaise between the different stakeholders UN agencies, donors, NGOs partners and civil society as well as with project beneficiaries to help the OIC and National Senior Staff to:

- Enhance partnership building among all players working on gender issues, by reinforcing existing ones and establishing new ones
- Strengthen networking with development partners for better and sustainable holistic programming, and for more effective response to the need of gender equality and women's rights, particularly regarding discrimination in law and/or in its implementation.
- Promote multi-sectoral collaboration to ensure long-term positive and visible impact of UNIFEM projects on gender equality
- Represent in efficient manner UNIFEM in UNCT, UNDAF and other inter-agency meetings and workshops.

**Outputs:**

- 7.1 Reports on actions taken in regard to partnership building, networking, multi sectoral collaboration and meetings attended (on going throughout consultancy)

**8- Particular support to Legal Section of UNIFEM in Afghanistan**

- The SA will support the Legal Section to develop the capacity of National Senior Staff to fully understand the conflictual dynamic of gender issues in Shariah, Customary Law, Constitutional Principles and Women's Rights Convention
- The SA will prepare supporting documents and provide training to the UNIFEM national staff to strengthen their capacity to deal with gender issues and Islamic Law in Afghanistan
- The SA will develop the capacity of the Senior National staff of Legal Section to analyse the interaction between Shariat and Customary Law relating to the rights of women and girls in Afghanistan

**Outputs:**

- 8.1 Report on capacity development conducted for national senior staff on gender issues in the legal framework (on-going throughout consultancy)
- 8.2 Report on training to national staff on gender issues in Islamic law in Afghanistan and interaction between Shariah and Customary Law (on-going throughout consultancy)

**9- Preparation of Program Proposal on "Women's Rights and Islam Centre"**

In collaboration with Legal Section Team, the SA will prepare a program proposal for Women's Rights and Islam Centre. The preparation will include:

- Feasibility study of the project in the context of Afghanistan, with estimation of risk and chance of success for implementation of planned activities.
- Identification of the most pertinent legal issues faced by women and girls in Afghanistan through desk reviews and field studies
- Identification of high level national and international experts on women's rights and Islam, to contribute research and training activities of Women's Rights and Islam Centre

- Assess the capacity of the Kabul University to develop a section of women’s rights and Islamic studies
- Assess the willingness and capacity of religious institution and religious actors to collaborate with Women’s Rights and Islam Centre.
- Assess the capacity of the government and specialized NGO to answer to the need of legal services for victims of gender discriminations and VAW with evaluation of possible potential collaboration and partnership

**Outputs:**

9.1 Feasibility/assessment report, draft of program proposal, and list of international experts who could be tapped to assist in the setting up/running of the Centre

**10. Performance of other related tasks.** The SA will perform other related tasks as may be assigned from time to time.

## Key Results

The key results of the consultancy are:

- Improved capacities of senior national staff in the above cited areas
- Effective management of internal affairs, programs, and donor relations
- Stronger ACO team
- Better representation of ACO in strategic meetings and activities of UN and partners
- Timely, quality and strategic decisions
- Improved functioning of the legal section
- Ability of ACO to move forward with the setting up of the Women’s Rights and Islam Center

## 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**

1. Master's Degree or equivalent in Public Administration, Economics, Social Sciences, International Relations, Political Sciences, Development Studies or related field.
2. 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.
3. Track record on gender and participatory approaches with sound knowledge of international standards on women's rights and related instruments.
4. A proven ability to liaise with a myriad of stakeholders and partners, including government, civil society, international organizations and grassroots organizations.
5. A proven history of leadership, management and staff supervision through a style of mutual accountability and professional development.
6. 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.
7. Commitment to upholding the organizational values and principles of UNIFEM.
8. Excellent written and oral communication skills, especially in professional English.

9. Preferably with an understanding of the social, cultural, and political context of Afghanistan and its relation to gender.

**Language Requirements:**

- Fluent in English language. Strong, confident command of both written and oral English.
- Knowledge of local languages, Dari and Pashto, an asset.

**Computer Skills:**

- High level of proficiency in computer systems, internet navigation and various office applications.

**Submission of Application**

The application process comprises a one-page cover letter explaining the interest and suitability for this position as well as the UN P-11 (CV). Interviewing will follow for short-listed candidates. All interested candidates should apply online through the mentioned link:

<http://jobs.undp.org>

Please note that applications received after the closing date will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview.

**Qualified female candidates are highly encouraged to apply.**