



Vacancy Announcement No 2009/07/094

Date: 6 Jul 09

Post Title: Research National Programme Assistant
Organizational Unit: UNIFEM (Women, Peace & Governance Unit)
Type of Appointment: Service Contract
Level/grade: SB3/1
Duration: One Year, Renewable
Duty Station: Kabul, Afghanistan
Starting Date: Immediate
Closing Date: 18 Jul 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 Women, Peace & Governance (WP&G) Unit aims to build the capacity of and strengthen opportunities for Afghan women to mobilize as political actors of change as a means of demanding accountability by state and non-state actors on the implementation of gender equality commitments, including provisions of women's full and meaningful participation in peace and governance processes at the community, sub-national and national levels. The unit operates within the framework of UN SCR 1325, CEDAW, the National Action Plan for the Women of Afghanistan (NAPWA) and the Afghanistan National Development Strategy (ANDS).

Under the direct supervision of the WP&G Research National Programme Officer (NPO), the Research National Programme Associate (Research NPA) will conduct policy based research and analysis on legislation and other key issues related to policy based advocacy, peace building and leadership. The post serves as support to the Research Officer, placed within a research sub-unit which will provide a mechanism to the WP&G unit in supporting and advising effective policy advocacy.

Areas of responsibility include:

1. Desk Research. Under the guidance and supervision of the WP&G Research Officer, the Research NPA will conduct timely, accurate, and professional desk research to support the work of the WP&G unit and the Resource Centre for Women in Politics, with a focus on evidence-based advocacy and strategic communications; to conduct

data analysis; to create and maintain databases on women political actors; to produce factsheets, policy releases and briefings; to maintain up to date legislative folders; to engage in mapping exercises including the mapping of political actors, male and female. As deemed necessary by the Deputy Unit Manager, research will be related to issues of women, peace and governance with a specific focus on Government of Afghanistan legislation, policy, and political up dates.

2. Legislative Policy Analysis. Under the guidance of the Research NPO, the Research NPA will be responsible for conducting analysis for advocacy on all legislation emerging from Parliament and for providing recommendations for gender affirmative change in legislation and policy.
3. Monitoring and Evaluation. The Research NPA will provide technical inputs into the monitoring and evaluation of WP&G projects and initiatives.
4. Networking. Where necessary, the Research NPA will engage in networking with female political actors, including MPs, Provincial Council members and national and international organizations. This networking will include maintaining relationships with Parliamentarians, Provincial Council members, justice organizations, Afghan and international organizations, and regularly attending events, workshops and conferences on related to areas of research. In addition, where necessary, the Research NPA may be called upon to provide technical assistance in legislative workshops and other events at the Resource Centre for Women in Politics.
5. Administration. The Research NPA will be responsible for assisting the Operations Team in the coordination and logistical arrangements of research field mission and other research related events and workshops.
6. Programme Writing. Under the direction of the Research NPO, the Research NPA will assist in the production of professional materials and knowledge products (including fact sheets) as requested in a timely and professional manner.
7. Knowledge Management. The Research NPA will lead in the collection of relevant materials for the WP&G unit and Resource Centre for Women in Politics, which will include collecting and collating media clippings, maintaining current events folders, collecting knowledge products, fact sheet, viral media tools, and other technologies.

Qualifications:

- Secondary School. University degree in international studies, peace and conflict, political science, gender, or other related field would be desirable but it is not a requirement;
- 3-5 years relevant work experience;
- Experience in producing professional research on issues related to women, governance and law;
- Good experience in the use of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages
- Proven time management skills, including the ability to set priorities, manage time effectively, and contribute to a team environment of respect, recognition, and mutual accountability;
- 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 Parliamentarians, the media, legislative bodies, grassroots organizations;
- An understanding of the social, cultural, and political context of Afghanistan and its relation to gender;
- Experience working in issues related to gender and peace building in Afghanistan.

Submission of Application:

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

Please note that applications received after the closing date (i.e. 18 Jul 2009) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.

Qualified female candidates are strongly encouraged to apply.