

Advertisement

Junior Professional Officer

Programme Officer



UNDP

Closing 30 November 2014

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I General information

Title:	Programme Officer
Sector of Assignment:	Rule of Law
Country:	Afghanistan
Location (City):	Kabul
Agency:	UNDP
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **people with the Dutch nationality**. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

Please read the criteria and FAQ section carefully before considering applying

II Duties, responsibilities and Output Expectations

General

The JPO will be working in the Rule of Law (ROL) Programme Unit in Afghanistan. This Unit oversees and manages UNDP Afghanistan's Country Office Programme as related to ROL. Currently the ROL Programme Portfolio includes three projects: the Law and Order Trust Fund Afghanistan (LOTFA), the Justice and Human Rights Project Afghanistan (JHRA), the Afghanistan Integrity Initiative (AFII). The JPO provides technical and fiduciary oversight over the ROL programme with a specific focus on JHRA and the cross-cutting thematic areas of gender justice and human rights.

Key output areas and tasks are indicated below. The tasks have an impact on the success of the country office ROL programme, in particular on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

Responsibility 1 - Ensuring the strategic direction of the UNDP's ROL programme

Summary of duties and expected output:

- Ensure the Justice and Human Rights Project Afghanistan (JHRA) contributes to the strategic direction of the UNDP ROL programme as laid down in the UNDAF and UNDP country programme document; keep the ROL Head and CO senior management up to date on JHRA strategic results and progress and ensure strategic communication; ensure ROL Head and CO senior management receive preparation and input for strategic messaging in relevant meetings (i.e. with Government officials, ROL Board of Donors, at LOTFA related meetings, International Police Coordination Board Meetings, Oversight and Coordination Board Meetings, UN coordination meetings etc.)

- Identify opportunities for new projects or JHRA initiatives including through joint programming
- Ensure project coherence across JHRA and LOTFA as well as other projects in the UNDP Afghanistan portfolio such as the Afghanistan Peace and Reconciliation Programme and the Gender Equality Project with a particular focus on human rights, gender justice and gender responsive security sector reform.

Responsibility 2 - Management of UNDP's ROL Programme, with focus on quality control of the full cycle of programming (40%)

Summary of duties and expected output:

- Establish JHRA's expected contribution to programme results; quality assure JHRA annual work plans; monitor and evaluate the contributions;
- Jointly with the LOTFA programme officer establish LOTFA's expected contribution to programme results related to human rights and gender justice; monitor and evaluate the contributions;
- Support JHRA audits and reviews;
- Assure JHRA reports are prepared as per UNDP requirements and donor agreements, and to facilitate the production of aggregate programme reports;
- Provide strategic oversight of JHRA planning, budgeting, implementing and monitoring, and of follow-up on Project Board decisions and compliance with donor agreements; tracking use of financial resources in accordance with UNDP rules and regulations;
- Coordinate JHRA implementation between projects of the ROL programme, and with other projects (in particular GEP, LOTFA and APRP), in view of programme results;
- Monitor and analyse the ROL programme environment/risks at programme level in particular as it relates to gender justice and human rights and providing relevant feed-back to all projects in the UNDP Afghanistan Country Programme;

Responsibility 3 & 4:

- **Strategic partnerships and support to resource mobilization (10%)**
- **Provision of policy advice services to the Government and facilitation of knowledge building and management (10%)**

Summary of duties and expected output:

- Identify opportunities for increased project linkages with in particular JHRA-GEP-LOTFA-APRP and non-UNDP projects; Place particular attention on collaboration in gender justice, gender responsive security sector reform and human rights and establish strong relationships with the UNDP Gender Cluster, UNWOMEN, UNFPA and UNAMA Human Rights;
- Assure that JHRA has in place effective consultation processes and coordination and communication mechanisms with key stakeholders
- Based on programme related, research on policy issues, best practices and lessons-learnt, providing relevant information to projects;
- Through projects and integrated in the project designs, support the development of policies, institutions and advocacy work that will address country problems and needs in collaboration with the Government and other strategic partners in particular as related to gender responsive SSR, gender justice and human rights;
- Ensuring that lessons learnt from projects are captured and contributed to knowledge networks and communities of practice

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Develop project documents including solid logframes and monitoring and evaluation frameworks
- An understanding of rule of law, justice and security issues in fragile settings
- Experience in donor relation management and aid coordination

- A good understanding of the functioning of UNDP as a global development organization
- Experience in knowledge management and development of communication products in the area of rule of law, justice and security.

The JPO training programme includes the following learning elements:

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:

- Participation in a two-week long Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](#)
- Other training and learning opportunities, as presented in the [UNDP JPO Orientation Programme](#)

In addition, the JPO will benefit from specific training and learning modalities/opportunities in the receiving office.

The UNDP Office in Afghanistan is the largest globally with many opportunities to be exposed to hands on learning in a complex development environment. Political and security considerations are just as at the forefront as ensuring appropriate levels of accountability and transparency in all of UNDP's work. In addition to the supervisor, the JPO will have opportunity to interact with experienced UNDP managers both within and outside the office, due to the prevailing living conditions in Kabul. Security permitting, the JPO will have an opportunity to visit projects outside Kabul as well.

IV Supervision

Title of supervisor: Head of Rule of Law Unit

Content and methodology of supervision

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Performance Management and Development (PMD)

V Required Qualifications and Experience

Education:

Master degree or equivalent in a related field of expertise

Working experience :

Preferably 2 to maximum 4 years relevant working experience.

- Experience in post-conflict environment is an asset
- Previous working experience within the UN System and/or NGOs would be an asset

Languages : *Working knowledge of English.*

Key competencies

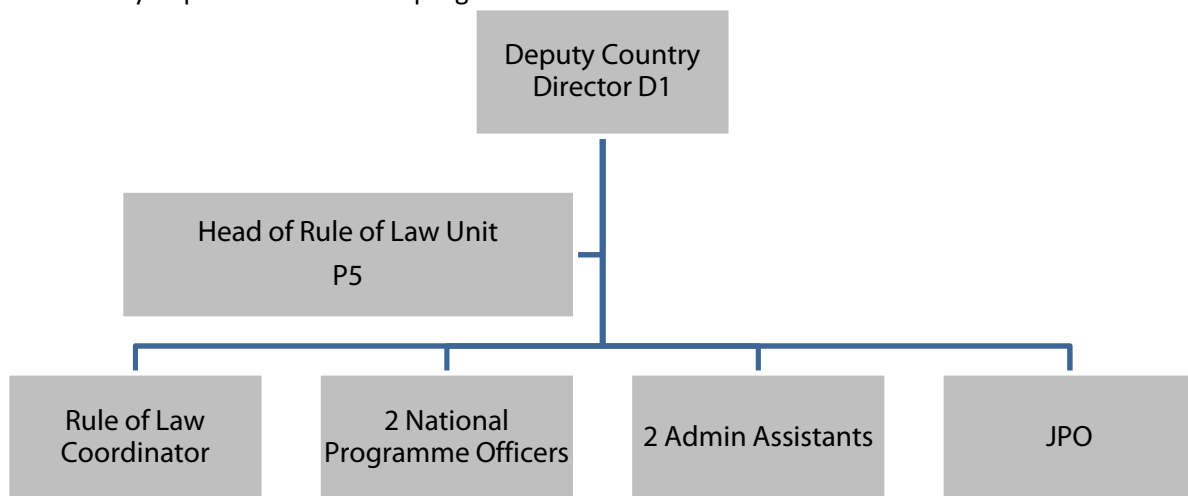
- Knowledge of Rule of Law, Justice and Security concepts and principles and ability to apply to strategic and/or practical situations
- Excellent research, analytical and report-writing skills;

- Excellent communication skills, teamwork player and self-starter;
- Excellent command of MS Office applications;

VI Background information on Agency/Department/Section

Based on national priorities and needs, the UN in Afghanistan has dedicated one of its five outcome areas of the UN Development Assistance Framework (UNDAF) to Justice and Rule of Law, focusing its UNDAF outcome 4 on increasing trust in and access to fair, effective, and accountable rule of law services (including police/law enforcement, corrections, justice). UNDP Afghanistan is supporting this objective through a dedicated ROL outcome and programme area in its Country Programme Document 2015-2019. For more information on the ROL unit and its projects, kindly consult the UNDP website.

The ROL Head supervises the ROL Programme Unit team and its projects and works in close collaboration with other CO Units and Projects, other UN Agencies, UNDP HQs staff, Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society to successfully implement the UNDP programme.



VII Information on living conditions at Duty Station

Kabul is a non-family duty station. This means you cannot bring your family there. Security conditions in Afghanistan continues to be volatile and living and working conditions for UN staff in Afghanistan are therefore not easy under the tight security restrictions in place. Public facilities are rudimentary though improving. Professionally people need to be very flexible to adjust to the dynamic and rapidly changing conditions. Despite the challenges involved in working in a post-conflict environment, particularly Kabul is known among international UN staff as providing many options for social gatherings and after work activities, even though all activities are restricted and naturally more limited than in less conflict prone duty stations. People with a strong sense of initiative are likely to adjust well to the challenges, personal and professional, that the conditions of Afghanistan offer today.

VIII How to apply

Applications can only be done through the following web-link:

<http://www.jposc.undp.org/content/jposc/en/home/how-to-join/current-vacancies/>

Applications must be received no later than **30 November 2014**. Applications received after this date will not be considered.

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.

