



Afghanistan

VACANCY ANNOUNCEMENT No. 2006/03/088

20 March 2006

Post Title: International Programme Officer (Accountability & Transparency)
Organizational Unit: UNDP/Programme – Democratization & Civil Society Empowerment Unit (D&CSE)
Duty Station: Kabul
Level: ALD 3
Type of Contract: Activities of Limited Duration
Number of Positions: 1 (One)
Duration: Six Months, with the possibility of extension
Closing date: 5 April 2006

UNDP Mission Statement:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 166 countries, working with them on their own solutions to global and national development challenges.

Background

Afghanistan is at a critical crossroads in its development as a nation in transition, recovering from the devastation from 23 years of conflict. A key requirement for sound democratic governance to prevail is the independence and integrity of key institutions such as the new parliament, the judiciary, the media and civil society. It also requires the promotion of transparent and accountable public administration institutions with processes that are participatory in nature when determining their priorities, actions and achievement of results. The cornerstone of democratic governance is a clean, transparent, accountable and non-corrupt government.

The Government, the Parliament, the Afghan public at large as well as the development community have all acknowledged that corruption is an increasing problem and risk factor to achieve the sustainable development and a stable political situation in the country. Donor and UN agencies have underlined the importance of the government fighting corruption and the sound management of the large amounts of donor assistance invested in the country, particularly through the government budget. Corruption prevailing in Afghanistan is systemic, although not yet well organised, and the importance of anti-corruption measures is well recognized amongst the various national and international stakeholders. In this context, the Government of Afghanistan (GOA) has prepared an interim Afghanistan National Development Strategy (I-ANDS) which incorporated a series of crosscutting chapters including one on how to tackle corruption and promote 'Accountability and Transparency' as basis for the development of a fully-fledged national anti-corruption strategy. The I-ANDS is closely linked to the Afghanistan Compact, which has been adopted at the London Conference, which commits the government to a series of concrete benchmarks to be achieved in the fight against corruption.

The United Nations Development Programme (UNDP) fielded an Anti-corruption Needs Assessment Mission in March 2005 in response to the request by the Office of the President. Subsequently, a concept note for a first anti-corruption project was developed together with ADB. The concrete project is currently being finalized in consultation with the various national and international and national stakeholders and will be Phase I of a broader Accountability and Transparency (ACT) Programme that UNDP is developing for 2006 – 2008 as one of its priority programmes in Afghanistan.

Supervision:

Direct supervisor: Assistant Country Director

Content and methodology of supervision: General direction from the Senior Deputy Country Director and routine feedback and supervision from the Assistant Country Director (ACD) for Democratization & Civil Society Empowerment Unit (D&CSE Unit).

Work relationships:

The incumbent will:

- Work closely with the Programme Specialist the Programme Associate supporting the anti-corruption, accountability and transparency initiatives;
- Consult and coordinate activities with other UNDP Country Office units, particularly State Building and Government Support unit.
- Coordinate programming activities and further strengthen relationship with the national and international stakeholders interested in the anti-corruption initiative including the General Administration of Anti-Bribery and Corruption, ANDS Secretariat, Civil Service Commission, Office of Administrative Affairs, UNAMA, UNODC, ADB, Utstein partners, other interested donors and civil society organizations.

Duties and Responsibilities:

In close consultation with the above mentioned actors, the incumbent will assist the UNDP Governance team in implementing the above mentioned ACT project phase I, in further developing the ACT programme, and in coordinating the multiple stakeholders interested in supporting ACT activities on behalf of UNDP.

Specific duties and responsibilities entail:

A – Programme Development and Policy Advice

- (1) Provide policy, programme, technical guidance and support to the ACD and the UNDP Country Office (CO) to strengthen UNDP's role in the area of anti-corruption, accountability and transparency;
- (2) Provide background papers, briefing notes and concept notes to inform decisions on the efforts to fight corruption in Afghanistan;
- (3) Advise senior management and ACD on new project initiatives in the broad area of anti-corruption, accountability and transparency;
- (4) Support the further development of ACT programme development, draft detailed budgets and Terms of Reference in the identified fields;
- (5) Closely liaise with other UNDP CO projects/programmes and ensure that the ACT dimension is duly addressed.



B –Project Coordination, Management and Support to ACT programme implementation

- (6) Perform project and financial management for projects in the above mentioned area, in close cooperation with the project management units, through:
 - Initiating and overseeing the recruitment of programme and project staff;
 - Planning, directing and overseeing the management of the activities undertaken by the projects;
 - Ensuring that substantive work programmes and programmed activities are carried out in a timely fashion within the allocated budget;
 - Effectively closing projects following completion of activities including evaluation, audit, and lessons learnt/best practices.
- (7) Assist programme staff for regular project steering committee meetings, tripartite reviews and ad hoc meetings with counterparts to discuss the evolution of projects and undertake joint decisions and activities.
- (8) Provide support to ACD and the Sr. Programme Officer in tasks related to the internal management of the unit and the management of the overall project portfolio;

C - Support to Strategic Partnership Development, Donor Relations and Resource Mobilization

- (9) Help build/strengthen liaison with relevant Government Ministries, donor agencies and other relevant partners such as NGOs and CSOs;
- (10) Lead and support programme networking and partnership development with the aim to enhance coordination and cooperation among parties concerned, in particular with key stakeholders in the area of anti-corruption, accountability and transparency (ADB, Utstein Partners, World Bank, etc.);
- (11) Consult with the Government and international stakeholders in the development of ACT programme;
- (12) Support UNDP's fund-raising efforts for mobilization of donor interest and support to UNDP's programme activities in the country, under the overall guidance of the Assistant Country Director;
- (13) Provide comprehensive and timely donor reporting where necessary;
- (14) Help foster programme linkages and cooperation among all ongoing UNDP projects (both country and regional), as well as between the projects of UNDP and those of the UN agencies and other donor agencies.

D – Capacity Building and mentoring of the State Building and Government Support Unit staff

- (15) Closely work with a national programme counterpart and build his/her capacity in all areas related to the management of the project portfolio;
- (16) Support overall capacity development of UNDP governance team through on-the-job training and mentoring of assigned national staff;

II. Required Qualifications and Experience

- Master's degree in Public Administration, Development Studies, Law, International Relations or other relevant field;



- 5-10 years relevant work experience in the field of governance, with particular focus on transparency and accountability; preferably with UN and other international organizations
- Proven coordination and interpersonal skills; including the ability to liaise with and win the confidence of a wide range of actors, from government ministers and officials, donor representatives, and staff of NGOs;
- Initiative and sound judgment; ability to produce high-quality result under pressure;
- Knowledge of the UN system will be an asset;
- Work experience in Afghanistan and knowledge of public administration reform in Afghanistan a strong asset;
- Candidate should be highly motivated, willing to deal with physical and psychological hardship;
- Excellent knowledge of English; familiarity with the official languages of Afghanistan (Dari/Persian or Pashto) would be a distinct advantage.

Submission of Applications:

Interested **International Candidates** should submit their application in writing (marked "Confidential", clearly indicating on the sealed envelope the Vacancy Announcement Number) to the Human Resources Manager of UNDP at Shah Mahmood Ghazi Watt Street, Kabul, Afghanistan; or email their application (indicating on the subject line the VA number and the title of the position applied for) to **vacancies.afghanistan@undp.org**.

For more detailed information about UNDP please visit our website: **www.undp.org.af**

Please note that applications received after the closing date (**i.e. 5 April 2006**) will not be given consideration. Only short-listed candidates will be contacted for test and interview.

Please indicate your date of availability in your application

Internal Candidates are eligible to apply only if they have completed full tenure of their current agreement

Female Candidates are highly encouraged to apply

