



*Afghanistan*

## **VACANCY ANNOUNCEMENT No. 2006/08/255**

22 August 2006

Post Title: International Programme Officer (Anti-corruption & Civil Society)  
Organizational Unit: UNDP/Democratization & Civil Society Empowerment unit  
Type of Appointment: ALD 3  
Duration: 6 months (with possibility of extension)  
Duty Station: Kabul, Afghanistan  
Closing date: 07-Sep-06

### **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 national counterparts 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.

Further a solid civil society is prerequisite for a functioning democratic state. However, civil society in Afghanistan is still relatively weak and largely fragmented, and lacks basic capacities and competencies to participate in democratic governance processes. The environment shows significant weaknesses in terms of participation mechanisms and access to information among others. Given that Youth constitute around 60% of the national population and face particular challenges to participate in public, democratic and economic life, special emphasis needs to be given to empower this segment of society.

Policy development, institution and capacity building in the above mentioned areas are intimately linked with the two major policy framework documents of Afghanistan. The Afghanistan Compact lays out the development goals for the next five years mutually agreed to by the Afghan government and the international community, while the interim Afghanistan National Development Strategy (IANDS) provides the basis for a master plan of national policies expected to achieve the Compact Benchmarks, set national priorities and coordinate donor interventions.

In this context, UNDP's country programme sub-component on Democratic Governance (2006-2008) has incorporated two new and closely related areas of work: Anti-corruption, transparency and accountability (ACT) and civil society, media & youth empowerment (CISEP). The Anti-corruption Initiative, which is the first of its kind in Afghanistan, will focus on preparing the ground for broad based nationally owned anti-corruption programmes and policies mainly by pilot-testing integrity initiatives in

some key ministries, producing basic diagnostics, developing a set of indicators to monitor progress of the country's integrity system and by raising awareness and understanding of the phenomenon. The Civil Society Empowerment Initiative aims at strengthening civil society organizations (CSOs) involved in Democratic Governance issues and will mainly focus on building capacities of CSOs, strengthening their internal governance systems, advocacy capacities to promote policy dialogue and development monitoring competencies. Further, recognizing that media is a crucial element of civil society, CISEP will strengthen the media, provide journalist training and support an access to information campaign. Last but not least, UNDP participates actively in the development of a Joint Programme on Youth among different UN agencies and in close collaboration with the Ministry of Youth and other relevant government stakeholders.

Both projects have numerous links with each other as they aim at improving policy making, implementation and monitoring. ACT and CISEP also have numerous links with other UNDP projects, mainly in the field of good governance, especially those focusing on strengthening the Parliament, sub-national governments, justice reform, etc.

### **Supervision:**

**Direct supervision:** Programme Specialist, Democratization & Civil Society Empowerment Unit (DCSE).

**Content and methodology of supervision:** Under the overall general direction and routine feedback from the Assistant Country Director (ACD) Programme Officer (Anti-Corruption and Civil Society Empowerment) will be directly supervised by the Programme Specialist.

### **Work relationships**

The incumbent will:

- Work closely with the Programme Specialist and the Programme Associates in the DCSE Unit supporting the anti-corruption and civil society empowerment initiatives;
- Collaborate with project management teams in the above mentioned areas and ensure project oversight and monitoring on behalf of the Country Office;
- Work in consultation with other programming units of the UNDP Afghanistan Country Office in supporting anti corruption and civil society empowerment initiatives as cross-cutting issues.
- Coordinate programming activities and further strengthen relationship with the national and international stakeholders interested in anti-corruption and civil society empowerment initiatives, including the General Administration of Anti-Bribery and Corruption, ANDS Secretariat, Civil Service Commission, Office of Administrative Affairs, Ministry of Justice, UNAMA, UNODC, ADB, WB, DFID, EU, Utstein partners, other interested donors and, last but not least, civil society organizations.
- Work closely with the UN Youth Joint Programming team to ensure that CISEP complements efforts targeted at supporting youth development in Afghanistan

### **Duties and Responsibilities:**

In close consultation with the above mentioned actors, the incumbent will assist the UNDP Governance team in providing effective support to the projects on anti-corruption and civil society empowerment as well as UN Joint Youth Programming on behalf of UNDP.

Specific duties and responsibilities entail:

#### **A – Programme Development and Policy Advice**

- (1) Provide policy guidance and programming support to the ACD and the UNDP Country Office (CO) to strengthen UNDP's role in the areas of accountability & transparency as well as civil society empowerment and Youth;

- (2) Provide background papers, briefing and concept notes to inform decisions on the efforts to fight corruption and strengthen civil society in Afghanistan;
- (3) Advise senior management and the ACD on new project initiatives in the broad areas of anti-corruption, accountability and transparency as well as in civil society empowerment and Youth;
- (4) Support the further development of the ACT, CISEP and Joint Youth initiatives where needed, draft detailed budgets and Terms of Reference for project staff as required;
- (5) Closely liaise with other UNDP CO projects/programmes and ensure that the ACT and CISEP dimensions are duly addressed.

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

- (6) Perform project and financial management oversight for projects in anti-corruption, civil society empowerment and Youth, in close cooperation with the project management teams, through:
  - Initiating and overseeing the recruitment of programme and project staff;
  - Overseeing the management of the activities undertaken by the projects, making sure that programmed activities are carried out in a timely fashion, that Annual Work Plans are reviewed and problems addressed,
  - Providing overall financial oversight, including the tracking of donor funding expiration dates, checking the delivery of the project, assistance in the preparation of budget reviews.
  - Assisting in the organization of mid-term and final evaluations and audits;
  - 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 Programme Specialist in tasks related to the internal management of the unit and the management of the overall project portfolio;
- (9) Serve as the Country office focal point on the joint programme on Youth and support the Joint Programme Steering Committee in coordinating and meetings and overall implementation of the Joint Programme.

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

- (10) Help build/strengthen liaison with relevant Government Ministries, donor agencies and other relevant partners such as NGOs and CSOs;
- (11) 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, World Bank, EU, Utstein Partners, etc.) and civil society empowerment (USAID, EU, DFID, and others);
- (12) Consult, in coordination the project teams, with the Government and international stakeholders in the further development of ACT and CISEP programmes;
- (13) 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;
- (14) Provide comprehensive and timely donor reporting;
- (15) 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**

- (16) Closely work with the national CO colleagues and build their capacities in all areas related to the oversight and monitoring as well as strategic planning of the project portfolio;
- (17) Support overall capacity development of UNDP governance team through on-the-job training and mentoring of assigned national staff;

## **E – Miscellaneous**

- (18) Perform any other special assignment at the requests of the ACD and Programme Specialist (DCSE).

## **Required Qualifications and Experience**

- A post graduate qualification in Public Administration, Development Studies, Law, International Relations, Civil Society Management or other relevant field;
- Five to Seven years relevant work experience in the field of governance and civil society work, with particular focus on transparency and accountability and CSOs involved in governance; 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 officials, donor representatives, and staff of NGOs;
- Initiative and sound judgment; ability to produce high-quality results under pressure;
- Knowledge of the UN system; knowledge of UNDP and its management tools an advantage;
- Work experience in Afghanistan as well as knowledge of public administration reform and/or civil society work 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 Application:**

The application comprises of a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), your latest RCA (For UNDP contract holders) or an official performance evaluation report for all staff and non staff of the UN system. Interested **International** should submit their applications in writing (marked "Confidential", clearly indicating on the sealed envelope the Vacancy Announcement Number) to the Human Resources Officer of UNDP at Shah Mahmood Ghazi Watt Street, Kabul, Afghanistan; or **email** their applications (**indicating on the subject line the VA number and the title of the position applied for**) to [vacancies.afghanistan@undp.org](mailto:vacancies.afghanistan@undp.org).

For more detailed information about UNDP please visit our website [www.undp.org.af](http://www.undp.org.af)

Please note that applications received after the closing date (**i.e. 7 September 2006**) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for test and interview.

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

***Female Candidates are highly encouraged to apply***