



UNITED NATIONS DEVELOPMENT PROGRAMME

I. Post Information

Post Title: Gender Specialist (UNDP/ELECT Project)

Location: Kabul, Aghanistan

Vacancy Type:

Additional Category: Democratic Governance

Application Deadline:

Type of contract:

Languages Required:

Starting Date:

Duration of Initial Contract:

II. Background

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. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

UNDP Afghanistan is supporting the Government to find innovative solutions to its development challenges based on the Country Programme Document approved by the Executive Board for the period 2010 – 2013. The Country Programme Action Plan was approved by the Government and UNDP in 2009. UNDP Afghanistan is organized into (1) Policy and Results Management Directorate, (2) Policy and Programmes and (3) Operations. The Crisis Prevention and Recovery Unit is part of the Policy and Programmes. The Policy and Programme consists of the following units: (1) Democratic Governance Unit, (2) Local Governance and Administration unit, (3) Crisis Prevention and Recovery unit, (4) Poverty Reduction and Sustainable Livelihoods unit, and (5) Natural Resources and Environment Cluster. The Programme Officer will be a specialist with the Crisis Prevention and Recovery Unit.

As part of strengthening democratic governance in Afghanistan, UNDP "[Enhancing Legal and Electoral Capacity for Tomorrow \(ELECT\) Project](#)" supports the Independent Election Commission (IEC) in developing staff capacity and consolidating institutional capacity. It is expected to further support the IEC in preparing for and organizing a sustainable electoral cycle. This effort fits into a long-term assistance for capacity building and institution consolidation that will be provided to the IEC beyond June 2011. UNDP support is in accordance with the Security Council Resolution 1806 (2008).

UNDP assistance through ELECT is closely coordinated with UNAMA, UN DPKO and UNDP Headquarters. The ELECT Project in its current version is up to 31st March 2011, and its mandate also includes also supporting IEC in developing a sustainable plan for long term electoral cycle in Afghanistan.

The IEC took over the full mandate of all electoral activities in the country supported by the international community through an extended transition phase from November 2005 to October 2006. To support the IEC in carrying out its activities and to scale up its ability to fulfill its mandate in a sustainable manner, the ELECT project was designed and launched in November 2006. It supported the IEC through the 2009 Presidential and Provincial Elections, which were the first ever elections in Afghanistan organized and executed by the Afghan IEC, as well as the 2010 Wolesi Jirga Elections, which were elections fully lead by the IEC. The project is preparing long term assistance to the IEC focused on capacity development, institution consolidation, and process sustainability.

As part of the preparations, the ELECT project activities focus on assessing IEC capacity to support the Commission in developing a comprehensive capacity assessment which will lay foundation for an IEC strategic

capacity development plan.

For this purpose, the IEC requested support to develop and mainstream gender balance and equity into the IEC institutional framework and practice. As a result, ELECT Project is to provide support to the IEC in making sure that electoral gender concerns are properly and timely addressed and that the gender technical capacity of the IEC – particularly in planning and implementation – is developed and strengthened.

III. Duties and Responsibilities

The Gender Specialist will be part of a team of advisors supervised and guided by the Chief Technical Advisor (CTA) and will report on delivery to the Project Coordinator. Her/his primary task will be to ensure mainstreaming of gender concerns in IEC needs and capacity assessments. S/He will systematically refer to the 2011 IEC Lesson Learnt Report as source to carry out her/his assignments, including the Gender Unit Lesson Learnt reports of 2009 and 2010. S/He will be embedded with the Independent Election Commission (IEC) and will be responsible for continuously providing technical advice, help to build the technical capacity of IEC in the relevant areas of the electoral activities and will work closely with the IEC Gender Unit in coordination with other IEC departments to support the IEC in:

- Ensuring that gender issues are taken into consideration when designing and implementing the various aspects of the IEC capacity and needs assessments and planning.
- Providing advice to the Commission on international best practice, legal and international human rights and equal opportunity standards in employment that reflect gender equity principles and practices that pertain to electoral management bodies.
- Mainstreaming gender concerns within the IEC's policies and departmental programmes, including external relations and outreach programmes.
- Providing advice on and informing support strategies for the IEC to increase women's participation in the electoral process and administration.
- Collecting and analysing data on women as stakeholders in the electoral process.
- Performing any other tasks as assigned by the CTA.

The Gender Specialist will also provide support and advice to the technical advisors and consultants to ensure the input of advisors, including planning and assessment, respects and integrates equal opportunity and gender equity policy and practice. S/He will report regularly to the Chief Technical Advisor and/or Project Coordinator/Manager.

Deliverables:

The Gender Specialist will produce the following deliverables during the period of this contract:

- Produce a report on support provided to mainstream gender equality within the IEC structure and staff.
- Produce a report on support provided to mainstream gender equality in planning and implementing the various assessments of the IEC capacity, and developing strategic planning of the IE.
- Produce regular situation updates, identifying challenges, opportunities, progress indicators, situation analysis, and potential risks.
- Participation in relevant for a (including the gender mainstreaming group).
- Provide information/training to colleagues for gender mainstreaming, where necessary.

IV. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

- Knowledge Management and Learning
- Promotes a knowledge sharing and learning culture in the office
- In-depth knowledge on justice reform and development issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Development and Operational Effectiveness
- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Good knowledge of the Results Management Guide and Toolkit
- Experience in formulating and managing UNDP DEX projects.
- Certification in Prince 2.
- Strong IT skills
- Ability to lead implementation of new systems (business side), and affect staff behavioral/ attitudinal change

Management and Leadership:

- Ability to manage time and meet tight deadlines
- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure\
- Demonstrates openness to change and ability to manage complexities

VI. Required Skills and Qualifications

Education:

- Master degree or equivalent in Gender Studies, Anthropology, Sociology, Social Welfare, Development Studies or a related field, with a focus on International Development, Gender or Human Rights.

Experience:	<ul style="list-style-type: none"> • Minimum 5 to 7 years of experience in electoral assistance and gender mainstreaming, and well experienced in needs assessment planning and implementation; Diversified and progressively responsible professional experience in Gender and Human Rights or International Development, specifically related to the promotion of gender equality and women's empowerment, including considerable experience dealing with policy makers and senior technical specialists ; Good understanding of the various stages of the electoral process [candidate nomination, code of conduct, accreditation of candidate and party agents, public outreach, voter education, training etc.] and the electoral management body's mandate; Previous experience in Afghanistan or other Islamic countries an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in written and spoken English is essential; Working knowledge of Pashto and/or Dari an asset

Interested and qualified International candidates should apply on-line through the UNDP Jobs site <http://www.undp.org.af/Jobs/index.htm> .

Please ensure that you upload your UN Personal History Form-P11 (available at <http://www.undp.org.af/Jobs/index.htm>) in the relevant field of the online applications.

Incomplete applications or applications received after the closing date 02 March 2011 will not be given consideration. Please note that only applications who are short-listed will be contacted.

For more detailed information about UNDP Afghanistan please visit our website at www.undp.org.af

Candidates, who are currently holding UNDP or UN Agencies contracts, are asked to declare the type contract and duration, in their application".

Female candidates are highly encouraged to apply.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.