

VACANCY ANNOUNCEMENT

Issued on: 26 January 2015

ORGANIZATION:	UN-Habitat
DUTY STATION:	Kabul, Afghanistan
FUNCTIONAL TITLE:	Chief Technical Advisor / International Programme Manager
GRADE:	I-ICA (P3 Equivalent)
POST DURATION	12 months upon initial appointment up to 3 years
CLOSING DATE:	15 February 2015

UN-HABITAT AFGHANISTAN:

UN-Habitat has been involved in a range of activities across Afghanistan over more than two decades, through periods of relative calm and intense conflict. A national resettlement programme initiated in 1990 evolved into an Urban Reconstruction Programme in 1994, in the context of which community-based approaches to recovery were explored, including the formation of Community Forums. Assimilated into a national multi-agency PEACE Initiative during the Taliban administration, these Forums evolved into the Community Development Councils that are still the backbone of NSP.

In addition to direct implementation of community-based urban and rural rehabilitation and development initiatives, the enhancement of professional and technical skills, and the delivery of humanitarian relief, UN-Habitat is still supporting the Government of Islamic Republic of Afghanistan (GoIRA) counterparts with technical assistance in policy, planning and urban management, the provision or upgrading of services and infrastructure and the reintegration of returnees.

BACKGROUND AND PURPOSE OF POST:

The overarching intention of the programme is to support the **implementation of part of the National Policy on Internally Displaced Persons** in three Afghan cities: Herat, Jalalabad and Kabul. The programme will support communities, local authorities and the central Government to achieve durable solutions for local reintegration of returnees and IDPs through community empowerment, improved living conditions and security of land tenure. The project also aims to strengthen the role and capacity of local authorities, particularly Municipalities, to assist returnees, IDPs and other vulnerable urban dwellers with local integration. The Programme is funded by the European Union and operates for three years (1 January 2015 - 31 December 2017).

RESPONSIBILITIES:

Under the overall supervision of the UN-Habitat Regional Office for Asia and the Pacific (ROAP) and direct supervision of the Country Representative/Manager the Chief Technical Advisor / International Programme Manager will undertake the following tasks and activities:

1) **Strategic programme management;**

- Lead in the technical and strategic management of project design, work planning, budgeting, procurement, and impact monitoring of project activities in the field;
- Oversee effective and efficient execution of project activities by working in close collaboration with the relevant institutions and project teams, at the national and local levels;
- Support the recruitment and capacity development of national staff, ensuring at least 20% programme staff are female;
- Lead in identifying and securing international technical expertise (consultants) as and when required during programme duration to support specific tasks and outputs;
- Coordinate results-based monitoring, evaluations and outcome-based reporting, including ensuring proper baselines, mid-term monitoring, and final evaluations;
- Develop and implement on-the-job capacity development and knowledge transfer mechanisms for relevant government partners and national programme staff;
- Provide advisory services to national and local institutions, including support to policy processes, technical advice and support to seminars, trainings and on-the-job capacity development in urban land, planning, housing and basic services.
- Undertake in-country missions to field sites to monitor programme implementation and strengthen partnerships with local authorities and partners;
- Coordinate and monitor project progress by defining performance criteria, ensuring periodic reporting from the field through assessment of results achieved and external reviews; ensure proper documentation of positive and negative programme experiences and provide them as an input to policy dialogues;
- Ensure the systematic mainstreaming of cross cutting issues of gender, youth, climate change and human rights in programme activities;

2) **Ensure coordination and cooperation between programme activities/outputs/outcomes and related local, regional and international development efforts**

- Lead in building and maintaining strong relationships and coordination with partners (UN, government, I/NGO) at city, national, regional and global levels;
- Support improved coordination of UN activities in Afghanistan, including contributing to the UNDAF and joint integrated workplans with programme-related inputs and monitoring;
- Support the dissemination of programme outcomes and impacts to improve future programming and policies;
- Support the promotion of sustainable urbanisation and adequate shelter for all in Afghanistan;
- Technical assistance to the National Habitat Committee and other urban development taskforces in relation to programme activities/outputs/outcomes.
- Ensure timely and relevant informal and formal donor reporting, briefings, meetings and field visits

3) **Contribute to UN-Habitat's support to the GoIRA**

- Promote cross-fertilisation across all UN-Habitat programming, including supporting thematic linkages, enhancing delivery cost-efficiencies, and streamlining programme technical assistance and capacity development to government partners to maximise its effectiveness/impact and reduce duplication;
- Support the implementation of the Habitat Country Programme Document (HCPD) 2015-2019, in particular through (i) strengthening UN-Habitat as a knowledge partner for the GoIRA; (ii) fostering a shift away from direct implementation to technical assistance and capacity development of government;
- Support the GoIRA with resource mobilization by identifying new programmatic opportunities, developing concept notes and project documents, and building partnerships with donors and partners;

- Supporting the strategic planning and management of UN-Habitat Afghanistan through the Senior Staff Team to promote alignment and maximize support for the GoIRA;
- Capacity development of national staff.

Other:

- Represent the programme/UN-Habitat in national humanitarian forums (i.e. KIS Taskforce, IDP Taskforce), policy forums (i.e. IDP Policy Working Group) and build support for humanitarian-development programming in Afghanistan;
- Lead capacity development of national colleagues working in relevant provinces to engage and represent UN-Habitat in programme-relevant provincial forums (e.g. Provincial IDP Taskforces, Regional HLP TF, etc).

4) Perform other duties and responsibilities which are within the expertise and experience as may be required by ROAP or Country Representative/Manager in support of the activities of the Agency and programme.

QUALIFICATIONS:

- Project and program management, including project formulation and implementation in conflict and post-conflict environments
- Good knowledge of project monitoring and evaluation.
- The capacity to provide quick and practical feedback and guidance to field staff is essential, as is the ability to adapt existing methodologies to the Afghan context.
- Maintaining appropriate balance between operational needs of the project and contributing to developing a longer-term vision of the program
- Good knowledge of UN operational rules and procedures.
- Good coordination skills, with ability to handle multiple activities concurrently, work under pressure and to tight deadlines.
- Positive approach to work with consistent energy and a positive, constructive attitude.
- Ability to participate effectively in teams of various expertise as well as organizations.
- Good diplomatic qualities and negotiating skills.

EDUCATION:

At least a master's degree in international development, urban planning/design, urban studies, architecture, engineering, or political science

WORK EXPERIENCE:

At least five years of experience with:

- (i) managing complex urban development programming, including in fragile states,
- (ii) providing policy and technical assistance to governments,
- (iii) IDP/Returnee programming,
- (iv) Familiarity with the UN in Afghanistan.

LANGUAGE AND COMMUNICATION SKILLS:

Fluency in English is required; another UN language or Dari/Pashto would be an advantage.

INTERNATIONAL TRAVEL (HOME – KABUL):

The cost of a return air-ticket from the place of recruitment on least-cost economy will be reimbursed upon submission of travel claim together with the supporting documents including copy of e-ticket,

receipts and used boarding passes. Three quotations from the reputable travel agents shall be submitted for UN-Habitat's clearance prior to purchase of tickets.

LOCAL TRANSPORTATION:

Such as vehicle arrangements to provinces will be covered by UN-Habitat.

TRAVEL ADVICE/ REQUIREMENTS:

The Chief Technical Advisor / International Programme Manager shall abide by all UN security instructions. Upon arrival in Kabul security briefing will be provided by UN-Habitat while the Department of Safety and Security (UNDSS) will arrange security briefings in other cities.

REPORTING ARRANGEMENTS:

The Chief Technical Advisor / International Programme Manager shall report to the Country Representative/Manager and Senior Human Settlements Officer/SHSO based in ROAP.

The application should comprise:

- ♦ Completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website: www.fukuoka.unhabitat.org
- ♦ A Statement of Interest (cover letter) for the position.

All applications should be submitted to:

UN-Habitat Regional Office for Asia and the Pacific
ACROS Fukuoka, 8th Floor
1-1-1 Tenjin Chuo-ku, Fukuoka, 810-0001 Japan
habitat.fukuoka@unhabitat.org

Please indicate the Post Title: "AFG-CTA" in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

For additional questions, please contact Mr. Matthew French at matthew.french@unhabitat-afg.org

Deadline for applications: 15 February 2015