AFGR001505—Governance and Participation Programme Analyst

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Afghanistan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UNWomen</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Kabul [AFG]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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Assignment Place Remark

Under the direct supervision of Head of Governance and Participation Programme, the Programme Analyst will provide support to the members of the Governance and Participation programme team in the development and implementation of effective programmes consistent with UN Women rules and regulations. S/he contributes to information management and data collection, and programme implementation including providing necessary operational, administrative and programmatic support. The analyst will share the responsibility in implementing of Governance and Participation programmes aligned with the Development Result Framework (DRF) and Organization Effectiveness and Efficiency Framework (OEEF) obligations through monitoring and reporting.

Living Conditions
The position is based in Kabul with travel to provinces.

Assignment Details

Assignment Title: Governance and Participation Programme Analyst

Organizational Context & Project Description

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women will work for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the center of all its efforts, UN Women will lead and coordinate United Nations System efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors. UN Women works in four thematic areas i.e. Women Peace and Security (WPS), Ending Violence Against Women, Women Economic Empowerment, and Governance and Participation.

In governance and women’s political participation, UN Women focusses on supporting national and subnational efforts to increase women’s participation in decision making and leadership as well as in elected offices. To address the under-representation of women’s engagement in elections and in political leadership in Afghanistan and to strengthen the voice of women leaders in governance issues, the ACO works closely with the Government of Afghanistan, as well as with UN, civil society and development partners to promote women’s participation in elections including as voters, candidates, and part of the election’s management teams. Further, UN Women in Afghanistan supports a cadre of women to develop capacity and ability to demonstrate leadership in political and institutional decision-making bodies and at the national and community level. Afghanistan Country office also continues to play a key role in supporting the Government on systematic institutionalization of Gender Responsive Budgeting as part of increased accountability on impact of national/provincial budgets and plans on women and girls.

Sustainable Development Goals

5. Gender Equality

Task description

Under the direct supervision of Head of Governance and Participation Programme, the Programme Analyst will provide support to the members of the Governance and Participation programme team in the development and implementation of effective programmes consistent with UN Women rules and regulations. S/he contributes to information management and data collection, and programme implementation including providing necessary operational, administrative and programmatic support. The analyst will share the responsibility in implementing of Governance and Participation programmes aligned with the Development Result Framework (DRF) and Organization Effectiveness and Efficiency Framework (OEEF) obligations through monitoring and reporting.
The Governance and Participation Programme Analyst is expected to support Governance and Participation management in programme coordination and implementation: support to development of programme documents (ToRs, concept notes, workplans, status reports, other programme documents); partnership building, including building a strong and effective network of women’s political organizations, partners and beneficiaries; advocacy, including support for advocacy campaigns around 16 days of activism and International Women’s Day and relevant campaigns as required; and monitoring and evaluation support for relevant Governance and Participation projects and initiatives.

In terms of financial and administrative support for the Governance and Participation programme, the Programme Analyst will assist in relation to procurement, assets management, timesheets, raising e-requisitions, budget management, and other financial controls according to UN Women rules and regulations. The program analyst will also perform any other related tasks not included in the TOR, as and when assigned, by the Head of Governance and Participation Programme, UN Volunteer will undertake the following tasks:

- Provide Governance and Participation programme and administrative support in the preparation of programme work plans, budgets, and proposals;
- Assemble briefing materials and prepare power-points and other presentations for the Programme Areas;
- Identify sources and gather and compile data and information for the preparation of documents, guidelines, speeches and position papers;
- Provide necessary information for audit and support implementation of audit recommendations;
- Organize, compile and process information from donors, strategic partners, and programme team;
- Draft reports, including reports on workshops, meetings, etc.
- Review Financial Reports; prepare non-PO vouchers;
- Ensure maintenance of the internal expenditures control system; ensure that vouchers processed are matched and completed; transactions are correctly recorded and posted in Atlas;
- Take timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers;
- Support the Programme in implementation of budget control mechanism to ensure expenditure compliance with budget, and tracking and reporting on financial resources;
- Make budget check for requisitions, POs and vouchers;
- Ensure tracking of outstanding advances and prompt follow up of overdue financial reports;
- Review of financial reports received, review expenditure against source documents maintained by the IPs and raise any significant issues with the supervisor for resolution;
- Communicate as needed with IPs on financial and administrative matters;
- Oversee maintaining proper filing systems; ensure the systematic management and filing of documents.
- Support Governance and Participation coordination and working group meetings including logistical, security, operations, and programme support.
- Any other tasks assigned by management.
Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- Support in the formulation of Governance and Participation Programme Strategies ensured
- Support the management in coordination, implementation and monitoring program plans/activities provided.
- Administrative and Financial Management Support ensured
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Qualifications/Requirements

Required Degree Level  Bachelor degree or equivalent

Education - Additional Comments

Bachelor Degree in Business Administration, Social Science, Public Administration, Law, Political Science.

Required experience  48 months

Experience Remark

- A least 4-6 years of experience in program conceptualization, implementation, monitoring and reporting;
- Experience in development and implementation of advocacy campaigns around Governance and Participation, Elections, gender issues, women’s empowerment, human rights preferably with government and civil society;
- Experience in office management with finance and administration skills;
- A proven ability to effectively work with government, civil society, NGOs, and international organizations;
- Understanding of the social, cultural, and political context of Afghanistan and its impact on women and girls;
- Proficiency in the use of computer, office software packages and advance knowledge of spreadsheet and database packages.

Language

- English (Mandatory), Level - Working Knowledge

Area of Expertise

- Development programme management Mandatory

Area of Expertise Requirement

- A least 4-6 years of experience in program conceptualization, implementation, monitoring and reporting;
- Experience in development and implementation of advocacy campaigns around Governance and Participation, Elections, gender issues, women’s empowerment, human rights preferably with government and civil society;
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Conditions of Service and other information

Conditions of Service:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration and official processes;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;

- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

**Application Code**
AFGR001505-6355

**Application procedure**
doa.apply_url
https://vmam.unv.org//candidate/show-doa/QUZHUjAwMTUwNQ==

**Disclaimer**

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.