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March 30, 2015

Jalalabad Partly Cloudy 26°C 16°C	Ghazni Partly Cloudy 16°C 4°C	Kandahar Clear 24°C 8°C	Mazar Partly Cloudy 11°C 6°C	Herat Partly Cloudy 19°C 11°C	Bamayan Partly Cloudy 8°C 0°C	Kabul Partly Cloudy 18°C 9°C
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THE EUROPEAN UNION
DELEGATION TO AFGHANISTAN

Job opportunity in the European Union Delegation to Afghanistan as Project Manager – Human Rights, Gender and Civil Society

Post: Local Agent group I in the Afghanistan Delegation – Post number 1-46061 (OPS)
The Project Manager (PM) will work under the supervision of the Head of Section for Democracy and Accountability, and will be primarily responsible for project management and policy support in the areas of human rights, gender and civil society. The PM will contribute to all steps of the EU programme management cycle, including financial aspects and technical cooperation. As a member of the Democracy and Accountability team, (s)he will contribute to the management of programmes under the European Instrument for Democracy and Human Rights (EIDHR) and the Civil Society Organisations – Local Authorities (CSO-LA) instrument. The PM will cooperate closely with Task Managers for Human Rights, Gender and Civil Society. The PM will provide high-quality professional inputs and will exercise a high degree of integrity in developing and implementing his/her functions.

3. Duties and Functions

- 3.1. Management and monitoring the implementation of projects**
- Manage, monitor and follow-up the implementation of projects under the European Instrument for Democracy and Human Rights (EIDHR) and the Civil Society Organisations – Local Authorities (CSO-LA);
 - Evaluate the performance of implementing partners and contractors and ensure appropriate use of EU contractual procedures;
 - Prepare, encode in CRIS and process agreements, contracts and addenda for signature, process invoices, and initiate agreement/contract closures;
 - Cooperate with other Task Managers, ensuring coordination and main-streaming of human rights and gender in other policy areas.
- 3.2. Contribution in the identification and development of projects**
- Contribute to the preparation of guidelines for call for proposals, evaluation of concept notes and full applications;
 - Contribute with the potential implementing partners on the design and planning of new project on human rights and gender;
 - Produce agreements/contracts and payments forecasting and pipeline information.
- 3.3. Policy development dialogues on sub-national governance:**
- Actively support and maintain dialogue with government and civil society counterparts;
 - Follow up on development and implementation of important policy and legal developments related to human rights, gender and civil society.
- 3.4. Development and maintenance of effective internal and external working relationships**
- Develop and maintain effective working relationships with internal and external stakeholders with particular focus on those that have direct impact on the implementation of the attributed programmes;
 - Take part and contribute to the EU Human Rights and Gender Working Group meetings and other relevant fora;
 - Participate in regular and ad-hoc meetings with implementers, donors and government counterparts, take minutes and report to hierarchical superior.

3.5. Reporting and Coordination

- Contribute to the preparation of reports to headquarters such as progress reports, management plans, and other reports, including financial reporting;
- Contribute to policy briefs and updates on sector-related political developments and programmes;
- Keep up-to-date information in the OPS database as well as in Common Relex Information System (CRIS);
- Timely and proactive coordination with other members of staff for appropriate project visibility.

4. Job Requirements

4.1 Education & Training

- University degree in a relevant area (international cooperation, politics, international relations, law, sociology, etc.), postgraduate studies will be considered an asset.

4.2 Knowledge & Experience

Minimum 5 years of professional experience in areas such as Human Rights, Gender, Civil Society, Governance, Policy Development, Aid Effectiveness, of which at least 2 years with proven project management and policy engagement.

- A good understanding of the human rights and gender-related issues in the country, as well as the role of civil society;
- Good ability to link sector issues to the broader perspective of the development of Afghanistan and sensitive to the political dimension of the work done by the European Union.

4.3 Skills

Language skills

- Proficiency in English, Dari and Pashto (written and spoken);
- Knowledge of European languages other than English will be an advantage.

Computer skills

- Knowledge of Microsoft Office Package and other related software

Interpersonal skills

- Ability to listen, to consult and to share information and ideas;
- Ability to work independently, whilst having team work skills;
- Management and organizational skills;
- Capacity to focus on priorities and to organize work to deliver against tight deadlines.

Personal qualities

- Flexibility to work under pressure and to respond quickly to new demands.

Interested in joining the EU team in Kabul

If you are interested and qualified for this position, we welcome you CV and application by 05th April 2015 by e-mail to this address DELEGATION-AFGHANISTAN-HR@eeas.europa.eu Please refer to:

- Post: Local Agent group I
- Post number: 46061



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