



United Nations Population Fund (UNFPA) is pleased to Re-announce the following vacancy:

VACANCY NO: VA-CO-2021-12-07
OPENING DATE: 20-December-2021
CLOSING DATE: 27-December-2021
POST TITLE: Humanitarian Response and Partnerships Officer
NUMBER OF POSITION: 1 (One)
CATEGORY: Service Contract (SB5)
DUTY STATION: Kabul – Afghanistan
DURATION: One year initially with possibility of extension

The Position:

Under the supervision of the Humanitarian Specialist, the **Humanitarian Response and Partnerships Officer** will be responsible for the implementation, coordination, execution, and monitoring of selected humanitarian portfolio programmes and for the establishing and maintaining partnerships related to UNFPA's humanitarian response in Afghanistan.

She/he will work closely with the Resource Mobilization and Partnerships Specialist, Communications Specialist, M&E, and relevant units within the Country Office.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction. UNFPA is seeking candidates that transform, inspire, and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

In a complex operating environment, the **Humanitarian Response and Partnerships Officer** will play a vital role in scanning humanitarian landscape from UNFPA's perspective, ability of the office to implement humanitarian programmes; as well as establish, maintain, and coordinate partnerships with humanitarian stakeholders, implementing partners, and the members of the Inter-Cluster Coordination Team (ICCT).

The **Humanitarian Response and Partnerships Officer** will be UNFPA's focal point for all implementation

partnership related matters with a focus on national stakeholder engagements. Core to this will be the engagement and coordination with the ICCT.

Responsibilities:

Qualifications:

Programme implementation and monitoring:

- Monitors, analyzes and reports on humanitarian developments, disaster relief/management or emergency situations in Afghanistan.
- Results-based programme development and management - achieving results through effective programme design.
- Tracks and updates UNFPA humanitarian interventions, including ensures timely implementation, documentation, reporting and sharing.
- Support CO in implementation of the CO Humanitarian Appeal.

Coordination:

- Partners with other humanitarian agencies to plan and evaluate humanitarian and emergency assistance programmes and help ensure that latest findings, lessons learned, policy guidelines, etc. are incorporated into these activities, including gender-related considerations.
- Ensure UNFPA engagement at appropriate levels and consistent messaging in key humanitarian and resilience-related decision-making arenas, policies, and initiatives of relevance, including the Inter-Agency and associated bodies, pooled funds, regular and ad hoc interagency task forces and working groups, among others, at country, regional and global levels.
- Support country office in building strategic alliances and partnerships - leveraging both the development and humanitarian expertise of UNFPA to respond to the current crisis.
- Undertakes and provides support to technical assistance and join interagency field missions.
- Innovation and marketing of new approaches – fostering innovation in others, including ensuring UNFPA’s presence, mandate and agenda are captured in humanitarian fora.
- Communicates clearly and effectively, contributing actively to fruitful advocacy efforts. Delivers oral and written information in a timely, effective and easily understood manner;
- Ensure meaningful presence of UNFPA in various meetings and group discussions.
- Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities that have a strategic impact on results. Anticipates and meets information needs of the team and other stakeholders.

Assessment, Monitoring, and Evaluation:

- Conducts field missions to provinces and assessments as appropriate to inform strategic approaches and for addressing the issues related to UNFPA’s mandate.
- Creates a database that captures key humanitarian findings related to UNFPA mandates, analyses and shares the findings and analysis with relevant units within the Country Office.
- Thinks strategically, using appropriate analytical tools and logic to gather, define and analyze information, situations and problems and draws logical conclusions from data.

- Advises and supports UNFPA country office on the implementation of closer humanitarian development collaboration.

Reporting:

- Contribute to the regular reporting on project status and coordination.
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning.
- Perform any other activities/tasks as requested by the CO;

Knowledge and Experience:

Education:

- Advanced degree in humanitarian/disaster management, health, population, demography and/or other related social science discipline.

Experience:

- At least 7 years of increasingly responsible post-Master's relevant experience at the national or international level in relevant field, and/or managing staff and operational systems; preferably in programme management, partnerships, and coordination of complex programmes in the public or private sector, in the domain of public health, reproductive health, humanitarian-development, or other related fields;
- Previous experience in humanitarian assistance or related work for an international organization.
- Have a sound knowledge of the social and cultural realities of Afghanistan.
- Experience in the usage of computers and office software packages (MS Word, Excel, Outlook, etc.), in handling web-based management systems, and advanced knowledge of spreadsheet and database packages.
- Familiarity with UN procedures and working methods, particularly with UNFPA's agenda, policies and procedures, is highly desirable.

Language Requirements:

- Fluency in English language and Pashto/Dari Languages
- Fluency in spoken and written English, Dari, and Pashto is required.

Submission Guidelines:

Interested Afghan Nationals may send the completed United Nations Personal History form (P-11) by email along with cover letter to the e-mail address: recruitment.afg@unfpa.org

Qualified women are particularly encouraged to apply.