



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

VACANCY NO: VA-CO-2022-04-01
OPENING DATE: 5 April 2022
CLOSING DATE: 19 April 2022
POST TITLE: Program Assistant
NUMBER OF POSITION(S): 1 (One)
CATEGORY: Service Contract (SB2)
DUTY STATION: KABUL
DURATION: One year (Initially)

Background:

Gender-based violence (GBV), especially Violence Against Women and Girls (VAWG), is pervasive throughout Afghanistan – with diverse manifestations in different parts of the country. Violence against women is widespread and deep-rooted as well as acute. However, for many women in Afghanistan, violence begins from childhood and extends throughout their entire life.

GBV is a serious human right and public health issue that cuts across ethnic, cultural, religious, age and class divides. The prevalence of GBV remains high in Afghanistan, with most GBV cases concealed and driven by socio-cultural beliefs, values and practices. According to 2008 global right study of 4,700 households in 16 provinces of Afghanistan, 87.2 percent of women experienced at least one form of physical, sexual or psychological violence or forced marriage. The majority of respondents reporting exposure to violence, at 62.0 percent, experienced it in multiple forms. Overall, 17.2 percent of women reported sexual violence and 11.2 percent reported experiencing rape. About 52.4 percent of the respondents reported that they were subjected to physical violence. 40percent of girls are married between ages 10 and 13. Family members subjected the majority of women to violence, with husbands and mothers-in-law most often mentioned as perpetrators. Many other factors contribute to drive GBV in Afghanistan.

According to the 2015 Afghanistan Demographic Health Survey, 52 percent of ever-married women have suffered from spousal violence, whether it be 46 percent from physical violence, six percent from sexual violence and 34 percent from emotional violence, while 53 percent of them have experienced physical violence since the age of 15. The survey also indicates that 16



percent of women aged 15-49 reported experiencing violence during pregnancy. 80 percent of ever-married women and 72 percent of ever-married men believed that a husband is justified in beating his wife under certain circumstances.

The European Union (EU) and the UN are embarking on a new multi-year programme, called the 'Spotlight Initiative,' which is focused on eliminating violence against women and girls (VAWG) and harmful practices (HP). In a focused set of countries, the Spotlight Initiative will deploy targeted, large-scale investments to improve the rights of women and girls, helping them to live lives free of violence.

The Spotlight regional and multi-country programme aims at adding value, maximising investment, and contributing to the scale, sustainability, visibility, lessons learnt and replication of programming to prevent and address intimate partner violence throughout the Pacific region.

UNFPA is a recipient UN agency (RUNO) within the Spotlight Country Program. UN Women, UNDP and UNICEF are also recipients of UN organizations (RUNOs) that will jointly implement resources and provide technical assistance for the implementation of these programmes. UNFPA's Implementing Partners (INGO's), regional networks of CSOs and other regional partners will be engaged as well.

The Position:

The candidate being sought is one that inspires and delivers high impact and sustained results; a principled and ethical staff, who exemplifies human rights norms and standards, and who will defend them courageously and with full conviction; a staff who is transparent, exceptional in how they manage the resources entrusted to them and who commits to deliver excellence in programme results.

The Programme Assistant supports the design, planning and management of UNFPA's country programme by managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations.

Programme Assistant will report to the Spotlight Coordinator .

Please kindly note that this post advertisement is also a roster. Even if you are not selected for this particular post, we may contact you directly if there is a suitable opportunity in the future and a more



specific JD will then be shared.

Job Purpose:

The program assistant will play a contributing role in facilitating UNFPA's country programme and project implementation, supporting design, planning and management, in the areas of population and development, reproductive health and gender.

The program assistant will apply established systems and procedures and assist in the creation of knowledge by compiling, synthesizing and analyzing relevant information, developing appropriate mechanisms and systems and ensuring compliance with procedures

A. Programme Oversight

- Provide administrative support in the preparation of programme work plans, budgets, and proposals on programme implementation arrangements;
- Provide technical guidance to the UNFPA Spotlight staff on routine delivery and reporting of programme supported activities and finances;
- Prepare information for the audit of the joint programmes and support implementation of audit recommendations

B. Financial Management

- Provide support in creating projects in Atlas, prepare budget revisions, revise project awards and status; and determine unutilized funds and the operational and financial close of joint programme;
- Provide administrative support in monitoring budget preparation and the finances of joint programmes; including the finalization of FACE forms;
- Review financial reports; process payment for development projects;
- process payment for consultants;
- Maintain internal expenditures control system;
- Create requisitions in Atlas for development projects; register good receipts in Atlas;
- assist in the preparation and follow up of cost-recovery bills in Atlas.

C. General Administrative Management

- Undertake all logistical, administrative and financial arrangements for organisation for meetings, workshops, events, and missions;
- Make travel arrangements for the programme team, including travel requisitions and claims;
- Maintain control of travel claims ensuring accuracy and compliance in a timely manner;



- Obtain quotations for all the processes of acquisition of goods and services (micro purchasing);
- Prepare public information materials and briefing packets;
- Assemble briefing materials and prepare power-point and other presentations;
- Maintain a proper filing system of finance records, project documents – hard and soft copies.
- Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education:

- Completion of secondary level or an equivalent high school education is required;
- First level university degree in Business Administration or a related field is preferable.
- Recognized training and/or certification in basic financial principles is an asset.

Knowledge and Experience:

- Minimum of four (4) years of relevant experience in the data support management systems and financial management in the private, public sector and/or in an international organization.
- Prior work experience in providing similar support to programmes and projects within the United Nations and/or an International Organization is desired;
- Computer Skills: Proficient in MS Office Packages, databases and the Internet

Languages:

Fluency in spoken and written English, Dari, and Pashto is required.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Managing the organization’s financial resources • Manage documents, correspondence and reports • Manage information and workflows • Planning, organizing and multitasking • Support financial data analysis
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Core Competencies:

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

Submission Guidelines:

Interested **Afghan Nationals** may send the completed United Nations Personal History form (P-11) by email along with a cover letter to recruitment.afg@unfpa.org indicating position number VA-CO-2022-04-01.

UNFPA reserves the right to appoint at the indicated or lower level and prior to the closing date. We will only be able to respond to those applicants in whom UNFPA has a further interest.

Qualified Female Candidates Are Highly Encouraged To Apply!