

# VACANCY ANNOUNCEMENT

Job category	Emergency
Vacancy number	2022-05-206
Position title	Reporting Officer
Organization	UN-HABITAT
Duty station	Kabul
City	Kabul
Duration	7 Moths
No of jobs	01
Nationality	Afghan
Sex	Male/Female (Female candidates are particularly encouraged to apply)
Salary range	As per organization salary scale
Announcing date	25 May 2022
Closing date	31 May 2022
Contract type	LICA
Shift	08:00 – 17:00
Level of contract	LICA-08
Experience	Minimum 8 years
Education	University Degree



## Organizational Setting and Reporting Relationships:

The position is located with the Regional Office for Asia and the Pacific of the Regional Programmes Division and based in Kabul, Afghanistan.

The Regional Programmes Division is responsible for consolidating and enhancing the linkages between UN Habitat's activities in the field with the Strategic Plan, the 2030 Agenda, and the UN-Habitat's overall future priorities and to make sure that they are appropriate to the country context.

UN-Habitat's Regional Office for Asia and the Pacific manages UN-Habitat's project portfolio in the Asia and Pacific region. It ensures that country priorities are in alignment with the UN-Habitat's organizational policies and strategic objectives and brings through its Regional Representative to the attention of the Executive Management Committee (EMC) opportunities and challenges in the region, allowing for timely feedback and responses to urgent demands and requests from the Member States.

Since 1992, UN-Habitat has worked closely with Afghan communities, contributing to the physical and social reconstruction of the country. Our work has focused on the development of urban policies and regulations; strategic urban planning; increasing municipal revenue; establishing community-based organizations; addressing the land and housing needs of IDPs and returnees and contributing to the provision of basic urban services.

The August 2021 fall of Afghanistan's government has caused a humanitarian crisis in Afghanistan's cities. Over half a million people have been displaced by conflict in 2021; many have sought refuge in the relative safety of cities. In this context, critical government functions have ceased, resulting in lifesaving municipal



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services being suspended. In addition, as development aid has been withdrawn, incomes of urban dwellers have declined, while the cost of food and other essential items have increased dramatically. The unfolding crisis in Afghan cities is occurring in a context of underlying vulnerabilities, including infrastructure deficits, insecure livelihoods and pervasive tenure insecurity. Most at risk are displaced people in informal settlements, with women, disabled and ethnic minorities being particularly vulnerable.

UN-Habitat's community-centered People's Process is a proven and effective to reduce vulnerability at scale in the Afghan context. Since 1992, UN-Habitat has partnered with communities in informal settlements to reintegrate displaced urban Afghans into sustainable settlements. The People's Process delivers support for the urban displaced through Community Development Councils (CDCs) and Gozar Assemblies (GAs). UN-Habitat-community partnerships center participatory spatial planning to enable communities to identify and implement priority service and infrastructure investments to support their socioeconomic development. Through the People's Process, the incumbent will support a community-centered approach to secure tenure, upgrade basic services and infrastructure for highly vulnerable displaced people living in urban informal settlements in Afghan cities. In doing so, the incumbent will support the implementation of activities that meet the immediate needs of vulnerable urban residents and contribute to sustainable development and peacebuilding.

A key implementation UN-Habitat implementation modality supports coordinated actions among UN agencies and other partners for durable solutions. A key partnership the incumbent will support is UN-Habitat and UNHCR project that pursues common community-based protection goals for the benefit of displaced, returnee populations as well as affected host communities in target Priority Areas of Return and Reintegration (PARR) in Afghanistan. The Project activities are part of strategy for creating conducive conditions for the sustainable reintegration through strengthened essential services and facilities in Priority Areas of Return and Reintegration (PARRs) while fostering social cohesion.

## **Duties and Responsibilities:**

The Reporting Officer is responsible for ensuring that regular progress and final reports are prepared and submitted as required. S/he will be responsible to report and monitor that project operations that are associated with UN-Habitat's HLP programming are on the right track as planned and envisaged in the project logical framework in partnership with the team. In addition, s/he will be required to produce high-quality knowledge documents on HLP issues and support the development of associated social media content.

## **Reporting and Advocacy**

- Ensure that reporting and monitoring mechanisms, and data management are in place and updated regularly as per the need of the programme.
- Regular follow up on progress with provincial field staff.
- Prepare progress and final reports on achievements of outputs as well as progress towards outcomes and impacts
- Review carefully the reports and other related documents prepared by the project team, revise and edit them, when necessary
- Translate documents and any other printed materials in English, Dari and Pashtu, as necessary
- Take a lead in preparing information materials and organizing advocacy activities to keep visibility of the project/donor high at various levels such as production of brochures, video-clip, photographs and social media.
- Write up human stories and case studies with impact analysis
- Ensure sound and timely monitoring and reporting on the activities, as required by the donor and partners.

## **Monitoring**



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- Prepare for coordination plans with the project team to support the implementation of the project activities in a timely manner
- Prepare and monitor work plans for the project implementation on a regular basis
- Maintain timely and effective information flow on matters of importance to project implementation
- Ensure to update reporting and monitoring system according to the result framework of the Project
- Monitor physical and financial progress on a regular basis and timely act for corrective actions with analysis of quality of project delivery
- Undertake monitoring missions to provinces, if necessary or/and required

## Competencies

- Professionalism:** Ability to identify and resolve budgetary problems and identify sources for data collection. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- Planning & organizing.** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost, and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight, and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## Qualification

The Reporting Officer should have a university degree and at least 8 years of working experience, preferably with the United Nations or International NGOs. A strong command of English, Dari and Pashtu languages in both written and oral is required. S/he should also be familiar with Microsoft Office software and any other relevant computer skills. Strong communication skills in both written and interpersonal will be essential, as most of the work will be done through a process of consultation at all levels, including internal and external relations. S/he should have the ability to coordinate with a team of professional and support staff across UN-Habitat departments.

### c) Language:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Local/National Language of the duty station is required.

### d) Other:

Build support with national counterparts, during the programme period; Ensure high-quality and timely achievement of relevant activities and targets; Support capacity development efforts with programme partners for the required components; Support UN-Habitat's contribution to multi-stakeholder national



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coordination and advocacy forums; Support 'learning by doing' capacity development efforts throughout the programme period with programme partners for improving local safety and security, especially for women, youth and marginalised urban groups; Support coordination with other partners' programmes in target cities

## **Submission guidelines**

Interested Afghan National Candidates should submit the following required documents.

1. A cover letter that shows how your qualifications and experience meet the VA requirement.
2. An update CV+P11 form for individual contractor (IC) that contains all your information to the [unhvacancies@unhabitat-afg.org](mailto:unhvacancies@unhabitat-afg.org) indicating on the SUBJECT line the vacancy number of the position, please note that applications received after the closing date (**31 May 2022**) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview.

**Note:** Subject line must be: **(2022-05-206)** or your application may not be considered.

**Submission Email:** [unhvacancies@unhabitat-afg.org](mailto:unhvacancies@unhabitat-afg.org)

For more details about UN-HABITAT and UN-HABITAT Afghanistan Country Programme refer

Website: [www.unhabitat.org](http://www.unhabitat.org) and [www.unhabitat.af](http://www.unhabitat.af)