

# UNDP Afghanistan



## Call for Resumes for Afghan Nationals

### Background Information

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UNDP is the UN's global development network, advocating for change and coordinates global and national efforts to reach the Millennium Goals, connecting countries to knowledge, experience and resources to help people build a better life. In Afghanistan, we are working with the Government, non-government, civil society, private sector, community based development organizations and supporting them to find their solutions to global and national development challenges.

Our focus is helping to build and share solutions to the challenges of Democratic Governance, Poverty Reduction, Crisis Prevention and Recovery, Energy and Environment, HIV/AIDS. In all our activities, we encourage the protection of human rights, access to equal opportunities, empowerment of women and gender mainstreaming.

### UNDP Mission Statement

UNDP Afghanistan is supporting the Government to find innovative solutions to its development challenges based on the on-going Country Programme Document approved by the Executive Board for the period 2006 – 2009. A new Country Programme Document was approved by the Executive Board during September 2009 for the period 2010-2013. Key priority areas for UNDP assistance are in strengthening democratic governance, crisis prevention and recovery, and reducing poverty. UNDP is strengthening the institutional capacities of key national government and sub-national authorities which aim to enhance human security, human development, peace and stability in Afghanistan.

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In order to carry out its mandate the United Nations Development Programme (UNDP) in Afghanistan invites qualified and talented professionals with proven competencies and good academic records to apply for excellent opportunities and assignments in the Country Office.

The initiative is open to recently graduated **Afghan Nationals** (University Postgraduates (Masters) or Bachelor Degree) in the following domains: Social Sciences, Development, Political Sciences, Management, Economics, International Development, Public Administration, Law and Human Rights or any other relevant field related to the areas of expertise mentioned below.

### Areas of Expertise

#### Programme

1. Parliament
2. Anti corruption

3. Anti Narcotics and drug trafficking,
4. Local Government
5. Regional development planning and management
6. Justice experts
7. Human rights
8. Presidential Administration and Governance
9. Gender in governance and development
10. Economic development
11. Budget and finance
12. National development planning and management
13. Monitoring and evaluation
14. Police reform and development
15. National and local security
16. Energy
17. Environment
18. Natural resources management
19. Human settlements
  
20. Municipal governance and development
21. Documentation and Report Writing
22. Reconciliation and reintegration

#### Operations

1. Human Resources
2. Procurement Services
3. Administrative Services
4. Finance Services

**Undergraduates (Bachelors) degree holders will be considered, however preference will be given to those holding Masters Degree.**

**Female candidates, with either Bachelors or Masters Degrees, are highly encouraged to apply.**

#### Required selection criteria

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- Relevant work experience in one of the professional area preferably in development in a governmental or multilateral organization is desirable
- Project/programme management experience for implementation of donor funded development projects
- Ability to produce proposals and reports
- Experience in partnership building and networking.
- Excellent analytical aptitude, communication, writing and presentation skills.
- Excellent research and analytical skills
- Commitment and enthusiasm for development work
- Maturity combined with tact and diplomacy
- Ability to work collaboratively with colleagues in a multi-cultural and multiethnic environment
- Demonstrates openness to change and ability to manage complexities;
- Fully computer literate (MS Office)
- **Applicants must hold a valid Afghan passport**

#### **UNDP Corporate Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards;
  - Advocates and promotes the vision, mission, and strategic goals of UN;
  - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
  - Treats all people fairly without favoritism.
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#### **Submission of applications**

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website), to the **Human Resources Office**, via e-mail to [vacancies.afghanistan@undp.org](mailto:vacancies.afghanistan@undp.org).

Kindly indicate the area of expertise in block letters in the subject line when applying by e-mail and make reference to: **CALL FOR RESUMES**.

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#### **Additional Considerations**

Only those candidates that are short-listed for interviews will be notified. For more information on UNDP Afghanistan, please visit the UNDP website at [www.undp.org.af](http://www.undp.org.af)

**Qualified female candidates are strongly encouraged to apply.**

UNDP provides best possible opportunities to partner and engage with Government, non-government, local authorities, private sector and international development organizations and to contribute to the development of Afghanistan. Being part of the global development network, UNDP provides very attractive incentive packages and career opportunities.

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