

**Position Information:**

Job Code Title:	Provincial Governance and Development Advisor
Organization:	Government/UNDP
Duration:	Twelve Months with three months probationary period
Number of Vacant Position:	34
Duty Station:	34 Provinces
Closing Date for Applications:	31 August 2010

**Job Summary:**

Under the guidance and direct supervision of the Provincial Executive Director, the Provincial Public Administration Specialist will be responsible for implementation of public administration reform in the provincial and district offices, including introduction of modern administrative procedures and results-based management systems based on the Provincial Operating Manual (POM) at the Provincial Governor's Office (PGO). The specialist will coach the Head of the PGO Administrative and Finance Division. The Specialist will work in close cooperation with the IARCSC Provincial Liaison Officer on issues related to public administration reform. He/she will coordinate with and receive technical guidance and support from the respective UNDP office.

**Functions / Key Results Expected:**

1. Supports implementation of public administration reform in provincial and district offices in the province. PAR process in PGO and other provincial government institutions is carried out in accordance with the rules and regulations on the basis of merit-based competitive and transparent procedures. Targeted recruitment campaigns with the participation of local governance institutions are devised and implemented to recruit more qualified staff to provincial government institutions, particularly young people and women. Gender is mainstreamed in management practices to ensure promotion of female civil servants and creation of adequate working conditions for them. The Provincial Recruitment Committee has access to technical support and advice (including training and on the job coaching) to be able to exercise its functions properly and on a regular basis.
2. Ensures introduction of modern office procedures and results-based management systems based on the Provincial Operating Manuals (POM) at the Provincial Governor's Office (PGO), focusing on achievement of the following results:
  - Training materials in modern office procedures and results-based management are developed in accordance with the POM and made available for PGO;
  - Relevant provincial and district staff receive formal and informal training, including on the job coaching, in the new office management and planning/reporting procedures;
  - PGO have access to technical support and assistance to make sure that POM procedures are applied fully and systematically by all PGO departments and personnel;
  - Results-based management methods are introduced into the work of PGO.
3. Supports introduction of effective information management systems at the Provincial Governor's Office (PGO), focusing on achievement of the following results:
  - The current use of the existing ICT structure at the PGO is reviewed and proposals for its streamlining and upgrading are developed, including rationalization of usage of the existing equipment, procurement of new equipment, and new staff requirements;
  - The following databases for PGO/DGO are introduced and made operational: Personnel Management Information System, Registry System, and Development Information

System;

- The relevant provincial and district staff receive on the job coaching and advice on the use of modern information technologies.
4. Assists in setting up a functioning information system on services provided and a public grievances system. Information on services provided by various provincial institutions is made readily available to the public using various communication means public grievances system is established in accordance with the Provincial Operating Manual. Public complaints are looked into and processed in a speedy manner according to the legal requirements. Provincial Information and Service Center established and made functional to serve as a one-stop shop to inform public on services provided by provincial institutions and process public complaints and grievances.

#### **Qualifications and Experiences:**

##### **Education:**

- Bachelor's Degree in Local Governance/ Public Administration/ Democratic Governance or similar fields.

##### **Experience:**

3 to 5 years of relevant experience at the national or international level.

##### **Language Requirements:**

- Fluency in English (reading and writing) and proficiency in Dari or Pashto.

#### **Submission of Applications :**

All the interested Applicants must clearly mention their preferred location/province in the subject line of their applications. Please note that applications without this information will not be considered.

Applicants must submit their CV along with an interest letter shows their suitability to [vacancies.lga@undp.org](mailto:vacancies.lga@undp.org) before 31 August 2010. Please note that only shortlisted candidates for the interview will be notified.