



**UNITED NATIONS DEVELOPMENT PROGRAMME
VACANCY ANNOUNCEMENT No. 2010/01/020**

DATE: 26 January 2010

Position Information:

Job Code Title: Results Management and Reporting Expert **(National)**
Organizational Unit: UNDP Afghanistan
Duration: One Year
Number of Position(s): Multiple
Duty Station: Kabul and other provinces
Closing Date for Applications: 31 July 2010

Note: UNDP Afghanistan reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP Afghanistan at the same grade level and with similar job description, experience and education requirements.

UNDP Mission Statement:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

Organizational Context:

The United Nations Development Programme (UNDP) in Afghanistan invites highly qualified and experienced experts to apply for excellent opportunities and assignments in the Country Office and Projects. UNDP is looking for experts with proven talent and competencies.

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.

Functions / Key Results Expected:

Summary of key functions:

- Results based management;
- Ensure that information and data are documented, analyzed and reported in a results-based and timely manner;
- Ensure effective communication and knowledge management;
- Contribute substantially to the proposal development process.

1. Results based management, focusing on achievement of the following results:

- Ensure compliance of POPP guidelines by the programme units and projects;
- Use Results Based Management (RBM), M&E techniques, methods and their applications and effective application of RBM tools;
- Prepare component or output-based concepts or strategy papers and implementation manuals or guidelines;
- Prepare results framework for each output and establish performance and impact assessment indicators and system;
- Manage delivery of results by using up-to-date best practices and know-how in the subject area and accordingly plan delivery of resources;
- Review professional performance and document implementation processes and results through project-based professional reports.

- Ensure regular monitoring of progress, preparation of progress reports and organization of regular evaluations and reviews;
 - Assist the supervisor in planning, budgeting, implementing and monitoring of the programme;
 - Ensure that results and lessons learned feed into the analytical and project work (i.e. results used to make decisions);
 - Ensure that progress reports are results oriented and submit to the Government and other development partners.
2. Ensure that information and data are documented, analyzed and reported in a results-based and timely manner, focusing on achievement of the following results:
- Ensure that programme and donor-funded project reporting processes are systematized;
 - Ensure that quarterly reports documenting project progress are regularly compiled and are consistent with the results framework;
 - Develop periodical project progress reports for submission to donors, based on results-based monitoring and evaluation, including the impact of projects on social cohesion and socio-economic recovery;
 - Develop clear and concise reports and power-point presentations for various meetings, workshops, conferences, etc., including the Project Board meeting and donor briefings;
 - Provide updates to the Senior Management on overall programme and project progress;
 - Support the Country Office and projects in the preparation of annual work plans, budgets and other required documentation in respect of projects, as well as develop standard reporting formats as required;
 - Analyze evaluation results in respect of projects, and draft findings in consultation with the Senior Programme Manager for dissemination through the Country Office, as appropriate;
 - Support continuous review, monitoring and evaluation of projects, and make regular field visits with colleagues to obtain feedback for this purpose;
 - Participate in programme and project reviews, monitoring and evaluation of projects, review of focus areas, methodologies, strategies, etc., including those requested by Country Office and the Government;
 - Perform other tasks and responsibilities assigned by the supervisor.
3. Ensure effective communication and knowledge management, focusing on achievement of the following results:
- Ensure the development of feature/ human/ success stories and case studies, etc.;
 - Preparation of press releases, video documentaries, other communications and donor visibility materials for submission to the Country Office;
 - Ensure the dissemination of lessons learnt across UNDP, as necessary;
 - Prepare resource materials, knowledge products, meeting notes, etc;
 - Provide substantive analysis of field results, lessons learnt and best practices for dissemination to a wider audience including the donor community;
 - Ensure knowledge-building and sharing including organization of trainings for colleagues and synthesizing lessons learnt and best practices;
 - Make sound contributions to knowledge networks and communities of practice;
 - Perform other tasks and responsibilities assigned by the supervisor.
4. Contribute substantially to the proposal development process, focusing on achievement of the following results:
- Review reports submitted by Project Managers and Programme Officers in respect of designated projects, and maintain information for use in proposal development;
 - Formulate and draft project proposals, log-frames, budgets and work-plans for submission to donors;

- Perform other tasks and responsibilities assigned by the supervisor.

Impact of Results:

Effective and efficient reporting processes, communications, knowledge management and project proposal development at CO, which will have an impact on the success of the UNDP country programme within specific areas of cooperation. In particular, the key results have an impact on the design and implementation of CO activities, creation of strategic partnerships as well as reaching resource mobilization targets.

Competencies:

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religious, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

- Fully proficient computer skills and use of relevant software and other applications, e.g., word processing, spreadsheets, internet, PP, database packages, etc. Experience with web-based management systems;
- Ability to work with a wide cross-section of partners including Government, donors, I/NGOs and community-based organizations;
- A team player and self-starter able to inspire and influence action;
- Mature judgment combined with a proactive, resourceful and energetic approach to problem solving;
- Excellent interpersonal and communication skills; and strong organizational and time management skills;
- Capacity to work under pressure and to meet strict deadlines;
- Demonstrated behavior of professional and personal ethics, transparency and openness.

Recruitment Qualifications:

Education:

- Master's degree or bachelor's in media relation, journalism, publication, public administration, business administration, economics or related field.

Experience:

- Relevant professional working experience at the national or international level in results-management, reporting or in related field;
- With master's degree 3 years of experience and with bachelor's degree 5 years of experience is required;
- Advanced computer literacy in using MS Applications (i.e. MS Word and Excel) with the ability to quickly understand and operate other off-the shelf applications.

Language Requirements:

- Fluency in English and language of the duty station.

Submission of Applications :

The application comprises a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), your latest RCA (For UNDP contract holders) or an official performance evaluation report for all staff and non staff of the UN system. Interested **Afghan national Candidates** should submit their applications in writing (marked "Confidential", clearly indicating on the sealed envelope the Vacancy Announcement Number and province name) to the Human Resources Officer of UNDP at Shah Mahmood Ghazi Watt Street, Kabul, Afghanistan; or **email** their applications (**indicating on the subject line the VA number and the title of the position applied for**) to vacancies.afghanistan@undp.org . For more detailed information about UNDP please visit our website www.undp.org.af Please note that incomplete applications & applications received after the closing date **(31 July 2010)** will not be given consideration. Only short-listed candidates whose application responds to the above criteria will be contacted for test and an interview.

All interested and qualified candidates are requested to specify their preferred duty station

(province) in their applications.

Female candidates are highly encouraged to apply.