

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

**THIS IS AN EXTENSION OF DEADLINE – THOSE CANDIDATES WHO HAVE ALREADY APPLIED NEED NOT RESUBMIT THEIR APPLICATIONS**

### **Vacancy Details**

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Vacancy Code	<b>2010/UNOPS/AGOC/EDPER//VA/001 (Extension of deadline)</b>
Post Title	<b>Regional Project Coordinator</b>
Post Level	<b>IICA-2</b>
Position status	<b>Non-rotational</b>
Org Unit	<b>AGOC - Enhancing Disaster Preparedness and Emergency Response (EDPER)</b>
Duty Station	<b>Herat, Afghanistan (Non Family Duty Station)</b>
Duration	<b>11 months with possibility of extension</b>
Closing Date	<b>15 February 2010</b>

### **Background**

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The UNOPS “Enhancing Disaster Preparedness and Emergency Response in the Western Region (EDPER) Project will assist the Government of Afghanistan, through the Afghan National Disaster Management Authority (ANDMA), in managing natural disaster prevention, preparedness and response with a view towards alleviating the pressing humanitarian needs of the Afghan people. The activities will be carried out in the areas of information management, disaster management strategies development at provincial and district levels. Training, infrastructure assistance and risk reduction pilot projects will target the Western provinces of Herat, Farah, and Badghis, with a special focus on vulnerable communities.

### **Duties and Responsibilities**

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Under the overall supervision of the Director, with direct supervision of the UNOPS Head of Support Services, and in liaison with UNOPS Herat Regional Office and the Herat Sub-Office of the Italian Cooperation/Local Technical Unit of the Italian Embassy, the incumbent will be directly responsible for the overall management of the EDPER Project. Key responsibilities of the incumbent include:

- Operational planning, coordination of daily implementation of activities within the project's established priorities and monitoring of related activity outputs;
- Liaise with Program, Logistics, Afghan Conservations Corps Unit, Vertical Structures Unit, Administration and Finance Units of UNOPS Afghanistan Operation Centre to further EDPER objectives and ensure that UNOPS standards are followed;
- Oversee daily financial/administrative management of project activities, in particular operational expenditures and obligations, and ensure these are in line with the scope and limitations of project budget;
- Participate in periodic appraisals aimed at reviewing implementation of project activities and assessing outputs and timelines versus specific objectives as set forth in the Project Document; analyze operational constraints, recommend and implement corrective action in a timely manner with a view to increase overall effectiveness and efficiency;

- Establish and maintain good working relationships with project counterparts; ensure appropriate mechanisms to facilitate collaboration and exchange of information with relevant stakeholder organizations; organize and participate in meetings, consultations, workshops with other agencies and partner on project-related matters;
- Provide leadership and direction to assigned project staff and supervise daily work of project national staff;
- Conduct field visits to project sites and monitor progress and achievements of the project, ensure that proper project monitoring systems are in place and use lessons learned to improve the quality of project programming;
- Draft periodic project narrative reports according to the requirements of UNOPS and the Donor; assist UNOPS Head of Support Services in preparing technical and financial reports, including statistical analysis and financial reports in coordination with UNOPS Finance Unit;
- Coordinate and oversee entry of relevant data into the project data base, verify the accuracy of inputted data, ensure the filing system is updated and include database information in periodic project reports;
- Maintain accurate programme filing systems covering all project activities (including contract agreements with implementing partners, monitoring and evaluation reports, photographic evidence of outputs, etc);
- Coordinate program procurement and logistics activities with Mission support staff;
- Support information dissemination activities and advocate for the project among key stakeholders;
- Collaborate in preparing for and conduct formal and regular meetings with the Italian Cooperation/Local Technical Unit of the Italian Embassy;
- Collaborate in the response to ad hoc requests for information as well as frequent and regular reporting to the Italian Cooperation/Local Technical Unit of the Italian Embassy; and
- Undertake other duties that may be assigned by the Head of Support Services and/or Director of UNOPS Afghanistan Operations Centre.

## **Required Selection Criteria**

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### **Competencies**

- Demonstrated experience in planning and managing natural disaster preparedness and/or relief response activities at field level.
- Demonstrated experience in humanitarian and/or development coordination especially at the field level and in working with Government officials, NGOs and donors.
- Excellent proven skills in planning and managing capacity building activities.
- Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills.
- Experience in project design, implementation and evaluation/impact analysis.
- Ability to follow and implement administrative and financial control procedures.
- Practical knowledge of inter-disciplinary programmatic issues regarding the transition from relief to recovery in post-conflict situations.
- Good knowledge of all Microsoft Windows programs (in particular Word, Access, Excel, PowerPoint, Outlook).
- Ability to mentor and train local staff, as appropriate.

### **Education/Experience/Language**

- Advanced university degree, preferably in Political or Social Sciences, Rural Development, Public Administration or other relevant field or the equivalent combination of education and the extensive relevant professional experience in natural disasters management, emergency relief, early recovery, humanitarian interventions, recovery, rehabilitation and reconstruction operations. A Bachelor's Degree in similar areas plus additional relevant years of experience may be considered in lieu of the Advanced University Degree.
- At least five years of progressively responsible professional experience in natural disasters management, relief aid, humanitarian affairs and/or development, including at least three years spent at the international level. Part of the experience must be in the field involved with inter-agency coordination in post-conflict and/or post natural disaster settings. Extensive professional experience in Central Asia and, in particular, in Afghanistan, would be a strong

asset. Previous working experience with UNOPS, other UN agencies and/or with the Italian Cooperation Agency is an asset.

- Spoken and written fluency in English and Italian is essential. Working knowledge of Dari and/or Pashtu an advantage.

#### **Personal/Interpersonal Skills required**

- Excellent oral and written communication skills.
- Demonstrated ability to convey complex subjects.
- Strong strategic and creative thinking, excellent learning skills.
- Personal commitment, flexibility, efficiency and respect for diversity.

#### **Working Conditions**

- Ability to work effectively and harmoniously under pressure and with colleagues from varied cultures and professional backgrounds.
- Willingness to travel in potential risk areas - while abiding by recommended security measures and maintaining security awareness - is essential.

#### **Submission of Applications**

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Qualified candidates may submit their application, including a letter of interest and an updated United Nations Personal History Form (P.11) via e-mail to [emo.agoc.vacint@unops.org](mailto:emo.agoc.vacint@unops.org).

**Email applications must include the Vacancy Code and the Post Title in the subject line when applying.**

#### **Additional Considerations**

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- Applications received after the closing date will not be considered.
- Only candidates under serious consideration will be contacted.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org).