
Vacancy Announcement

Title: **Program Coordinator, Afghanistan**
Category: **Consultancy Contract, Internationally Recruited**
Duty Station: **Rome, Italy**

ABOUT IDLO

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law.

To learn more about IDLO, please visit our website www.idlo.int or follow us on Twitter @IDLO.

BACKGROUND

IDLO has been working in Afghanistan since 2002. For over a decade, it has been a leading partner of the Afghan Government in justice and legal reform, has acquired substantial expertise and knowledge of the legal landscape of the country, and has strong relationships with key justice sector institutions. IDLO is working with the Afghan government, civil society organizations and the international community to strengthen access to justice, uphold human rights, expand legal capacity and promote local ownership.

THE ASSIGNMENT

Within delegated authority, the Program Coordinator will be dedicated to IDLO's program 'Supporting Access to Justice in Afghanistan (SAJA) II', which is working to improve access to justice through activities targeting legal aid, prosecution of crimes of violence against women, and the effectiveness of Women's Protection Centers. S/he will be the main focal point at IDLO Headquarters for the day-to-day support to program implementation.

In close coordination with the Team in Afghanistan and under direct supervision of the Program Manager, the Program Coordinator will be responsible for the following main duties:

- Provide backstopping to and support the coordination of work and information flow within the designated program and relevant IDLO offices;
- Ensure compliance with program contracts and subcontracts in close cooperation with the supervisor and relevant IDLO departments and divisions;
- Build relationships and liaise with the program donor, and other external stakeholders when relevant, including through face-to-face meetings and the preparation of reports and briefs;
- Support daily program implementation issues, including revisions to program design, budget and work plan, identification and recruitment of experts, and budget controls and financial forecasts;
- Support development of implementation plans by means of standardized program cycle management tools, logic models and frameworks, work plans, monitoring reports, and others;



- Identify and report in a timely manner any difficulties or possible changes in program strategies, objectives, results, or activities, and make recommendations for timely and optimal course corrections;
- Manage the timely identification of program consultants/contractors as well as the processing of contracts with guidance from the supervisor and in collaboration with the Human Resources Department and with the program team;
- Collaborate and communicate regularly with the Finance Department in order to build accurate financial forecasts, including reviewing financial reports and identifying in advance areas of over- or under-spending, and flagging any urgent budgetary issues to the supervisor;
- Be the focal point for the drafting, review and finalization of program donor narrative reports and internal status reports as needed;
- Ensure program deliverables meet quality standards and proactively seek input from relevant substantive internal experts;
- Design, research, draft, and edit legal working papers, memos, briefs, and other materials;
- Conduct research on legal, political, social, and economic events, trends, and/or developments relating to the program; respond to internal and external requests for such research;
- Represent the program at internal events and meetings at IDLO Offices, or externally as advised by the supervisor;
- In absence of Program Associate, provide support for the day-to-day administrative and logistical requirements of the program;
- Be available for periodic visits to the field; and
- Perform any other relevant duties as requested by the supervisor.

IDEAL CANDIDATE PROFILE

Education and Work experience

- Graduate degree (Masters or equivalent) in Law, International Relations, Development Studies or any other related field is required.
- Minimum of 05 (five) years of relevant professional experience ideally with an international organization; Previous experience in a similar role is desirable;
- Professional experience in capacity development, rule of law or gender programming would be a considerable asset;
- Experience working in US government funded program will be advantageous.
- Previous experience working in Afghanistan or in post conflict context, is highly desirable;

Languages

- Fluent oral and writing skills in English is required.

Specific knowledge, skills and competencies

- Strong interpersonal and organizational skills;
- Demonstrated project cycle management skills, inclusive of work plan/timeline/deliverables/reporting and budget tracking;
- Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Organization;

- Ability to work in a multi-cultural environment with sound understanding and capability to empower and develop the capacity of counterparts; ;
 - Enthusiastic and proactive attitude in building partnerships with a broad range of stakeholders and driving results, including at the senior level;
 - Excellent communication skills, both written and oral;
 - Ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit.
 - Ability to respond timely to queries and provide feedback;
 - Self-motivated and dynamic with a willingness and ability to use initiative to assist the organization to achieve its objectives; and
 - Keen sense of ethics, integrity and commitment to IDLO's mandate.
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TERMS AND CONDITIONS

The Program Coordinator will be based in Rome, but will be required to undertake field missions to Afghanistan. The contract duration will be for 12 months with possibility of extension, subject to performances and funding.

The annual basic salary level for this internationally recruited position is in the range of Euro €40,000 to a level commensurate with qualifications and experience, plus additional admissible benefits.

HOW TO APPLY

All interested applicants are encouraged to apply via our website www.idlo.int/jobs and submit the completed IDLO Personal History Form (PHF), resume and cover letter.

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

DISCLAIMER AND CLOSING DATE

The above statements are intended to describe the general nature and level of the work being performed by the Employee assigned to this work. This may not be an exhaustive list of all duties and responsibilities.

The Director-General of IDLO reserves the right to amend and change responsibilities or even to cancel the recruitment to meet business and organizational needs as necessary.

Application deadline is **November 01, 2017**.

