Vacancy Announcement No. VA/DDR/2022/09/006

Post Title: National Project Coordinator (Drug Demand Reduction)
Organizational Unit: United Nations Office on Drugs and Crime (UNODC), Country Office for Afghanistan/DDR/Health Section
Type of Contract: Service Contract (SC)
Post Level: SB5
Number of Posts: One (1)
Duty Station: Kabul, Afghanistan
Duration: One Year (with possibility of extension, subject to availability of fund)
Closing date: 22 September 2022

ORGANIZATIONAL CONTEXT:

Forty years of war, recurrent natural disasters, chronic poverty, drought and the COVID-19 pandemic have left million people in Afghanistan in need of humanitarian assistance. The country is the world’s largest producer of opium with poppy cultivation posing a significant threat both domestically and abroad. The country is facing a significant drug use problem as one in three households have been affected by drug use. This is a serious challenge in a country with limited drug treatment options. Afghanistan is also experiencing a concentrated HIV epidemic among people who inject drug (PWIDs).

Sub-programme 3 of UNODC country Programme for Afghanistan aims at addressing drug use, drug use disorders and related HIV/AIDS and other co-morbidities as part of the humanitarian response in Afghanistan, with a special focus on vulnerable groups such as children, adolescents, female drug users and populations in closed settings.

Sub-programme 3 has been supporting Afghanistan to strengthen drug prevention, treatment and rehabilitation, and harm reduction programs based on scientific evidence, human rights and gender consideration by developing: 1) comprehensive and effective drug policy and system; 2) coordination among stakeholders; 3) technical tools (e.g. national guidance, clinical protocols, psychosocial protocols); 4) capacity building of national policy makers, public health officials, health and drug treatment professionals, social care and education providers, as well as criminal justice and law enforcement officers.

DUTIES AND RESPONSIBILITIES:

Under the overall guidance of the Representative of the UNODC Country Office for Afghanistan (COAFG) and the Chief of Prevention, Treatment and Rehabilitation Section (PTRS) of UNODC Vienna, and overall supervision of Programme Officer for Drug Demand Reduction and HIV Prevention COAFG and additional technical guidance of the team of PTRS, the National Project Coordinator will be based at COAFG in Kabul and assist in the planning, coordination, implementation, and monitoring of programme activities on drug demand reduction (DDR) in close coordination with sectors/teams working on relevant health and drug related agendas.
Summary of Key Functions:

- Formulation of strategic project/program orientation;
- Effective management and supervision of the project;
- Monitoring, evaluation, reporting and advocacy;
- Representation and partnership.

Strategic project/programme orientation:

- Keep abreast of major socio-economic and political trends prevailing in Afghanistan with special emphasis on social and drug control related issues and provide sound analysis to the country, regional and global programmes;
- Assist in the assessment of drug demand reduction (DDR) such as drug use prevention, treatment and recovery support for people at risk and with drug use and drug use disorders and negative health and social consequences of drug use including HIV/AIDS situation, the development of effective strategies and reviewing and adapting DDR policy and implementation plans;
- Ensure regular communication with headquarters coordination staff, relevant sections and field offices as requested;
- Providing advice to the defacto authority institutions on development of effective and human-rights-based DDR strategies and policies.

Management, development, planning, implementation of Health programme and projects on drug demand reduction:

- Assist relevant stakeholders and partners in building national capacity for enhanced drug policy and system development, coordination, monitoring and evaluation, provision of evidence and human-rights based interventions, in close coordination with health and other relevant sectors such as HIV/AIDS;
- Provide sound policy advice and technical support to relevant stakeholders and partners;
- Support drafting, review, assessment, and final approval of project proposals;
- Ensure effective and timely delivery of programme activities, outputs, and outcomes;
- Assist with the organization in implementation of assessment exercises, data collection and analysis, data management, project and thematic evaluations, as well as ensuring required follow up to recommendations formulated in reports;
- Perform sound management of project activities, administrative and financial arrangement;
- Lead day-to-day decision making on project planning, management, implementation, quality monitoring and evaluation, in close coordination with supervisors and the team of UNODC;
- Organize and coordinate the implementation of all project activities, including organizing regular training seminars, and national workshops;
- Support and prepare costed annual workplans, Terms of Reference (ToR) for recruitment of national staff, consultants and subcontractors, as well as detailed
plans and logistics for training courses, seminars, workshops, meetings and for provision of equipment and materials to institutions in needs.

Monitoring, evaluation, reporting and advocacy:

- Assist the team in the preparation of documentation such as survey reports with data collection and analysis, background materials and other documentation for training courses and meetings, briefing notes, working papers of project activities and other technical and administrative materials as requested;
- Assist processes and procedures with implementing partners at provincial, district, and community levels;
- Establish regular field-based monitoring, supervision and support processes and procedures with implementing partners at provincial, district, and community levels;
- Prepare quarterly, semi-annual and annual reports, and project implementation reports with financial information;
- Update donors on progress and result of implementation of activities and funding status;
- Strengthen visibility of UNODC’s work in the country by developing human-interest stories/success stories and support other advocacy work in the field;
- Review, analyze, and evaluate technical reports and other relevant materials on drug use prevention, treatment and care, negative health and social consequences of drug use (i.e. HIV/AIDs) and other relevant topics and facilitate dissemination of good practices.

Representation and partnership:

- Contribute to develop strategic partnerships with key constituencies including UN agencies, civil society organizations, private sectors, community members, and others relevant stakeholders in the country;
- Coordinate the involvement of local communities in project activities;
- Review programme, project and financial reports of partner agencies, report relevant information and updates in brief format to the team;
- Research and analyze information on potential donor agencies and implementing partners, preparing substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects;
- Ensure regular communication with national partners, key stakeholders, and other project partners;
- Represent UNODC in the technical working groups, inter-agency task force, and other forums related to health, DDR and HIV upon request;
- Organize and participate as a resource person in advocacy meetings, round-tables, training workshops and other meetings related to health, DDR and HIV/AIDS issues upon request;
- Act as an additional resource person, moderator and trainer in workshops, seminars, training courses and meetings.
COMPETENCIES:
Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies, identifies priority activities and assignment; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Teamwork: Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

Creativity: Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs.

Communication: Excellent and effective communication (verbal and written) skills, including ability to assist in preparing reports and conduct presentations with the use of common software applications by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials.

Core Competencies:
- Acting as a team player and facilitating teamwork;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Informed and transparent decision making.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:
Education:
- Master’s or bachelor’s degree in health, human or social sciences, public health, medicine, psychiatry, psychology, sociology, education or related studies, is required.

Experience:
- With Master’s degree 5 and with bachelor’s degree 7 years of professional work experience in drug demand reduction such as prevention of illicit drug use,
treatment and care of drug use disorders and recovery support for those with drug use and drug use disorders, is required;

- Experience with contemporary issues in the field of drug demand reduction systems and services with direct experience in planning, implementing and monitoring projects and training programmes is required;
- Practical experience on treatment and rehabilitation issues such as quality assurance of drug treatment services, direct monitoring and evaluation, treatment and care for children, adolescents, and women, is desirable;
- Experience of data collection, analysis, and publication of scientific and/or thematic articles is an asset;
- Experience of working closely with Government departments, UN Agencies and NGOs is desirable.

Languages:

- Fluency in English and national languages of the duty station (Dari/Pashto) is required.

Submission of application:

The application comprises a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), which can be downloaded from.


Interested and qualified Afghans national candidates should email their applications (indicating on the subject line the vacancy number and the title of the position applied for) to unodc-afghanistanvacancies@un.org

Please note that incomplete Personal History Form (P.11) & applications received after the closing date (22 September 2022) will not be given consideration.

Only short-listed candidates whose application responds to the above criteria will be contacted for test and/or competency-based interview.

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