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Vacancy Announcement for ITF Capacity Building Technical Advisor in Afghanistan (M/F)

Project: "Capacity Support to Mine Action Coordination in Afghanistan 2021/2022"

Position title: ITF Capacity Building Technical Advisor (ITF TA)
Duty Station: ITF Implementation Office Kabul, Afghanistan
Duration: 12 months (01 July 2021 – 30 June 2022)
Reporting line: Head of ITF Implementation Office in Kabul, Afghanistan
Opening date: **04 May 2021**
Closing date: **26 May 2021**

1. Background

ITF Enhancing Human Security (ITF) is a humanitarian, non-profit organization devoted to elimination of threats from post-conflict and disruptive challenges, including landmines, explosive remnants of war (ERW) and illicit ownership and use of small arms and light weapons (SALW), in South-East Europe and other affected regions in the world.

ITF is implementing U.S. Department of State's Cooperative Agreement for the project "Capacity Support to Mine Action Coordination in Afghanistan" with the period of performance (PoP) from 28 September 2017 to 30 June 2022. The project is aimed to financially and logically support Directorate for Mine Action Coordination (DMAC) as the national mine action authority in Afghanistan.

ITF is tasked to assist, monitor and supervise DMAC's implementation of the U.S. funded capacity building project. With ITF TA's engagement, various capacity building activities for DMAC's personnel directly dealing with DMAC U.S. Grant implementation would be conducted to prepare DMAC to fully take over all financial and logistic aspects of U.S. project implementation.

2. ITF Capacity Building Technical Advisor in Afghanistan

a. Task description:

Under direct supervision of the Head of ITF Implementation Office in Afghanistan, ITF TA will have the responsibility to monitor, assist and supervise DMAC's performance in implementing its U.S. grant requirements. The position's main responsibilities are (but not limited to):

- Assist DMAC's Key Personnel on daily basis in implementation of DMAC's U.S. funded project and provide guidance related to the use of U.S. grants management online systems – i.e. SAM.gov, SAMS Domestic and Payment Management System (PMS);
- Assist and review DMAC's U.S. reports to before submission to SAMS Domestic and PMS;
- Assist and train DMAC's Key Personnel on different approaches to international assistance (i.e. Results Based Management, Project Cycle Management), in composing project proposals especially for U.S. Department of State/PMWRA and U.S. reporting procedures, requirements and closeout documentation;
- Identify and propose possible improvements in DMAC's project implementation;
- Attend and proactively participate at all events related to Mine Action in Afghanistan;
- Support ITF HQ (Head of ITF Implementation Office in Afghanistan) in the implementation of its U.S. grant requirements such as monitoring, preparation of ITF reports and oversight of activities.

b. Working conditions:

ITF TA will be assigned to the position at ITF Implementation Office in Afghanistan for the period of twelve (12) months tentatively starting with 1 July 2021.

- ITF TA will be the representative of ITF and will represent solely the interests of ITF in Afghanistan.
- ITF TA obligations as well as remuneration and other benefits will be determined through negotiation process and listed in the contract between the ITF (contracting authority) and ITF TA (contractor). ITF TA will receive payments on monthly basis.
- ITF TA is expected to undertake assigned tasks within the above task description and under the supervision of the ITF Head of Implementation Office in Kabul.
- ITF TA would be deployed under the following terms:
 - 6 weeks (42 days) work at ITF Implementation Office in Kabul, Afghanistan with 1 week (7 days) rest and recuperation (R&R) and 25 additional days of paid leave (to be determined through negotiations between contractor and contracting authority).
 - Accommodation will be provided at an international compound in Kabul.
- Safety arrangements and transportation will be provided.
- Life and medical insurance will be covered.

c. Expected skills:

- At least 5 years of proven experience in the field of Mine Action, experience in capacity building projects implementation would be an asset;
- Proven recent experience in implementation of U.S. Department of State grants including its online systems (i.e. SAM.gov, SAMS Domestic and Payment Management System (PMS)), proposal writing and reporting;
- Proven knowledge of international assistance approaches (i.e. Results Based Management, Project Cycle Management);

- Excellent teamwork and communication skills – working with DMAC's management/Key Personnel and Afghanistan National Disaster Management Authority (ANDMA) government officials;
- Proven computer skills and proficiency in the use of MS Office;
- Proven experience of working in multi-cultural and complex environments;
- Working experience from Afghanistan would be an asset.

d. Academic Qualifications/Experience/Language

- Relevant University Degree in Social/Political/Technical studies or similar.
- Training related to international assistance and experience as lecturer would be an asset.
- Fluency in English and excellent written communication and report writing skills.
- Fluency in Dari/Pashtu would be an asset.
- Experience in working for international organizations or national mine action centers/authorities or similar would be an asset.

Interested candidates who meet the above-mentioned criteria are kindly requested to submit their CVs, proof of education (Academic Qualification diploma, additional certificates of relevant trainings and courses as well as other proofs of skills and qualifications) and Motivation Letter (not more than one page) to info@itf.si by 26 May 2021 at 24:00 hours CET.

Please note that only short listed candidates will be invited for an interview.