

UN-Habitat Afghanistan Vacancy Announcement

18 April 2025

Functional Title: International Program Manager		
Project:	Different humanitarian and basic human needs (BHN) projects, inc. the Project for the Improvement of the Living Environment for Vulnerable People in Urban Areas	
Number of Positions:	1	
Duty Station:	Kabul	
Contract Duration:	8 Months (until 31 December 2025)	
Level of Contract:	IICA-2	
Start date:	From: May 2025	To: 31 December 2025

Organizational Setting:

The United Nations Human Settlements Programme (UN-Habitat) is the UN agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. This post is in the UN Habitat Regional Office for Asia and Pacific (ROAP) at the UN-Habitat Afghanistan Country Office, with Kabul as duty station.

Reporting relationships

The International Programme Manager will work under the overall supervision of the UN-Habitat Afghanistan Country Programme Manager.

Duties & responsibilities:

Under the direct supervision of the Country Programme Manager, the International Programme Manager will be responsible for:

Strategic programme management and programme implementation

- Manage projects/programme with a focus on technical issues and strategic work planning, budgeting, procurement, and impact monitoring of project activities in the field.
- In coordination with and with support of the national programme managers, lead the effective and efficient execution of programme activities, in close collaboration with the relevant institutions and project teams in Kabul, Herat and other project locations.

- Ensure coordination of different programme components during the implementation of the sub-projects and related activities.
- Identify, manage and support international and national technical expertise (consultants) for specific tasks and outputs as and when required during the programmes.
- Support the National Programme Managers in the development of annual implementation programme work plans and coordinate the timely completion of contracted targets.
- Support the recruitment, retention and capacity development of staff, ensuring at least 30% programme staff are female.
- Undertake in-country missions to field sites to monitor programme implementation and strengthen partnerships with local authorities and partners.
- Coordinate outcome-based reporting and monitor project progress by defining performance criteria, ensuring periodic reporting from the field through assessment of results achieved and external reviews; ensure proper documentation of positive and negative programme experiences and provide them as an input to policy dialogues; and
- Ensure the systematic mainstreaming of cross cutting issues of gender, youth, climate change and human rights in programme activities.

Programme development and partnerships:

- Advance and substantively support project / programme design for the office, specifically the UN-Habitat Shelter & Housing portfolio, building upon experiences made during project implementation and support resource mobilization efforts and donor relationship.
- Develop concept notes and project proposals to respond to emerging funding opportunities and forward UN-Habitat's programmatic priorities at country, regional and global scales.
- Identify synergies and develop programmes that link key UN-Habitat programmatic priorities for advancing an "integrated and area-based response", including the People's Process, settlement upgrading, climate resilience, and safe, inclusive cities initiatives, ensuring that UN-Habitat Afghanistan portfolio is aligned with the strategic priorities of the new strategic plan of the agency (2026-2029).
- Develop and support knowledge, or provide technical expertise for advocacy products on UN-Habitat Afghanistan country programme activities.
- Coordinate capacity development activities on programme components and technical guidelines.
- Identify and foster opportunities for improved programmatic collaboration with community-based organizations, UN, NGO and other civil society partners.
- As a member of Senior Strategic Management Team of UN-Habitat Afghanistan, contribute to shape and advance the portfolio, increase the visibility of the mandate and work of the office and ensure that the UN-Habitat Afghanistan Office is seen and acknowledged to be a good partner its substantive and operational work.

Perform other duties and responsibilities which are within the expertise and experience as may be required by Country Programme Manager or the Regional Office for Asia-Pacific (ROAP) in support of the activities of the agency and programme.

Competencies

Professionalism: Ability to identify and resolve budgetary problems and identify sources for data collection. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect their own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors their language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; 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. developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:

a) Education:

Advanced university degree (master's or equivalent) in civil engineering, architecture and construction management, public administration, urban planning/design, urban studies, or related discipline is required.

b) Experience:

A minimum of five years working experience is required in:

1. Planning, delivering and managing complex urban humanitarian and development programmes, including significant experience in land sector programming, including in crisis contexts.
2. Experience working in the humanitarian cluster system and familiarity with reporting and funding structures, as well as good understanding of "Durable Solutions" and "basic human needs" approaches.
3. Experience in applying and advancing integrated, area-based and community-based projects, using an "urban/spatial planning approach" and providing technical assistance to government authorities.

4. A track record of developing concept notes and securing funding for humanitarian and basic human need projects.
5. Experience of writing and publishing policy briefs and other best practice knowledge products.
6. Experience with UN- Habitat or other international organizations working on urban humanitarian and basic human needs issues, including significant experience in implementing and managing projects.

c) Language:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

Remuneration

Monthly payment. In compliance with UN-Habitat policy.

HOW TO APPLY:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per terms of reference above. The application must be accompanied with a completed UN Personal History Profile (PHP) or P11 (**MANDATORY**):

- **PHP – Online** : (1) Please create your profile in inspira.un.org, (2) Go to “My applications”, (3) “Create Draft Application”, (4) fill all required steps, (5) save the application and go back to “My applications”, (6) “Print the Admin Profile” and download it to be submitted via email. (*Your online PHP profile can be updated and used for future applications*)
OR
- **P11 – Offline**: Please download the form (MS-Word) from UN-Habitat ROAP website: https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc

The application should comprise of:

- UN Personal History Profile or P11 – without detailed one of those forms, application would be rejected.
- Recent Curriculum Vitae (CV)

Please indicate the Post Title: “**AFG International Program Manager**” in your email subject.

All applications should be submitted to:

UN-Habitat Afghanistan Office

hr-kbl-hab@un.org

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. Overall remuneration will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

Deadline for application: Thursday 1 May 2025