

Aga Khan Foundation, Afghanistan

Job Opportunities

Position Title: **Human and Institutional Development (HID) Program Specialist (short-term assignment, two positions)**

Report to: HID National Manager

Duty Station: **Kabul**

Announcing Date: April 11th 2011

Closing Date: **April 24th 2011**

Vacancy No: KBL/2011/040

Aga Khan Foundation (AKF) is a private international, nonprofit, and non-denominational development agency. It seeks sustainable solutions to long term problems of poverty, with special emphasis on the needs of rural communities in mountainous, coastal and other resource poor areas across the world. Concentrating its efforts in health, education, rural development and strengthening civil society sectors, AKF's approach is based on long-term commitment that is maintained through political and social uncertainty.

Aga Khan Foundation, Afghanistan is part of a dynamic network of development agencies currently operating in over 30 countries across Central and South Asia and East and West Africa. AKF, A currently manages and implements the largest, multi-sectoral development programme within the network and has built a strong reputation with the Government of Afghanistan, donors and local partners in a number of technical fields. At present, it is seeking exceptional individuals to fill the position of **Human and Institutional Development Program** for its National Program Office Kabul - Afghanistan.

Job Summary:

The Human and Institutional Development (HID) Program is currently working on its three year strategy 2012 – 2014. The HID program will face considerable budget gaps post 2011. It is necessary to evaluate the present HID program, outline the HID strategy for the coming years, and elaborate and present a professional designed fundraising document with program resource needs. Such a document should have the format of a business plan following a cost effectiveness rationale.

To achieve these objectives two short-term specialists are needed to contribute with their expertise and work closely together:

- An expert for sub-national governance policy in Afghanistan,
- A second expert for designing the business plan.

Both short-term specialists are responsible for the same deliverables.

The objective of the consultancy is to produce a business plan (BP) for the HID program 2012 – 2014 with a sound financial plan. Based on the BP, AKF will be able to address resource needs with donors.

Main Duties and Responsibilities:

- Revise all relevant HID and AKF documents. Important is the linkage of the HID strategy with the Rural Development strategy and the AKDN concept of Multi Input Area Development (MIAD) and AKDN concept of Quality of Life.
- Undertake interviews and consultation with the four Regional Directors (Bamyan, Baghlan, Takhar, and Badakhshan) and regional HID staff.
- Undertake interviews and consultation with all AKF sector heads in Kabul focusing on the integration/cooperation between HID and other AKF sectors.
- Conduct a brainstorming workshop with HID team Kabul.
- Undertake interviews and consultation of HID-AKF current partners and other organization (MRRD-NSP, IDLG-SNG, IARCSC, MoWA, MoEcon / CIDA, JICA, GIZ, World Bank, USAID, DFID, NMOFA, UNDP, UN-HABITAT / ACBAR, ACSF, AWN, TLO, ACNB / Deloitte, BRAC, CRS, Oxfam)

- Identify best-practices of capacity development (systematic approach for capacity and institution building) for sub national governance in Afghanistan and recommend adjustments to current HID methods.
- Identify HID program support to local Government including line departments, public administration on provincial, district and municipality level.
- Identify new initiatives and program opportunities for HID, including application of easy-to-use high-end technology for HID program implementation.
- Analysis the current organizational structure of the HID section and propose an adequate organizational structure.

Required Qualifications and Experience:

- Relevant University degree.
- International consultant experience, including working experience in conflict and post-conflict regions.
- Proven record of analyzing sub-national governance policies and support to civil society organizations in developing countries.
- Proven expertise in working with organizational development and capacity-building.
- Proven experience in organizational design.
- Sound Communication, Problem Solving, Team Work skills.
- Excellent written and verbal communication skills in English language; knowledge of Dari and/or Pashto is an advantage.
- Proficient in Microsoft Office.

Expected Results:

- Feedback Workshop with HID team and other AKF colleagues.
- Business Plan for HID 2012 – 2014 with a sound finance plan. The Business Plan (BP) should follow the proposed outline attached to this announcement (terms of reference). The BP must present HID programs in module form with finance plans for each module. The BP must demonstrate the cost effectiveness of HID programs and its capacity-building methods. Each module requires sound (i) Output, (ii). Outcome and (iii) Impact indicators. Each module requires a sound Monitoring and Evaluation (M&E) system

Application: Applicants meeting the above requirements are requested to submit a cover letter along with their CV and the names of three references electronically to Jobs.afghanistan@akdn.org. No later than **April 24th 2011** or submit hard copy to AKF, National Programme Office House No 43 Main Road Wazir Akbar Khan Kabul Afghanistan.

Only short listed candidates will be contacted for an interview.