

## Job Description – Team Leader, WPC

### I. Position Information

Position Title: Team Leader, WPC	Reports: Yes
Department/Office: WPC, SAJA II	Position status: (Vacant)
Duty Station: Kabul, Afghanistan	Level/Band: 4
Reports to: Chief of Party, SAJA II	

### II. Organizational context

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.

This position reports to the SAJA II Chief of Party (COP), and will lead the components work with women protection centers in Afghanistan.

### III. Functions / Key results expected

The WPC Team Lead will be responsible for the following.

- Manage the WPC component to complete work plan deliverables and outcomes and outputs of the SAJA II performance measurement plan (PMP).
- Support WPCs and the Afghan Shelter Network (ASN), as well as the Ministry/Departments of Women’s Affairs (MOWA/DOWA) to resolve issues facing WPCs, to build their legal and technical capacity, and to assure sustainability of the ASN.
- Work with the IDLO WPC component personnel to build capacity and expand their skills related to completing work plan deliverables, achieving PMP targets, and supporting partners.
- Assess existing training materials used by the WPC component and make necessary additions, changes and revisions; provide input as requested regarding other IDLO training materials from a gender justice perspective.
- Develop new training materials as requested.
- Deliver legal or other technical training for staff of WPCs either through IDLO staff or experienced consultants.
- Work with WPC partners to update and implement the WPC Guidelines that establish standards of conduct and provide guidance for compliance with MOWA’s WPC Regulation.
- Support advocacy efforts for changes needed in the WPC Regulation.
- Work with WPC partners to increase their capacity and improve their performance in relevant service areas.
- Link WPCs to gender justice resources, including (but not limited to) INL-funded gender justice programs.
- Create awareness with the media and Ministry of Hajj officials about violence against women (VAW) issues, the role and services of WPCs, and confidentiality of VAW victims.
- Maintain relationships and networks with relevant governmental, donor, UN and/or civil society stakeholders to advance the SAJA II work plan.

- Coordinate with other SAJA II components to leverage efforts and resources on common issues.
- Prepare annual budgets, work plans and PMPs for the WPC component.
- Provide accurate, complete and timely reports, including biweekly and quarterly reports, to the SAJA II Chief of Party in accordance with IDLO procedures and donor requirements.
- In cooperation with the finance department, prepare financial forecasts for the WPC component and monitor component expenditures.
- Perform other duties as requested by the Chief of Party.

#### IV. Impact of results

The contributions of to the WPCs will bring lasting change in women’s lives in Afghanistan and support in achieving the overall objectives of SAJA II program.

#### V. Knowledge, Skills and Abilities

- Proven experience in a managerial and supervisory capacity of human and financial resources and a track record in program administration; and
- Good understanding of Afghanistan’s legal framework;
- Good knowledge of gender-based violence issues and support mechanisms like women’s protection centers;
- Familiarity with standard program and data management tools, as well as results-based management and monitoring and evaluation principles;
- Excellent written and verbal communication skills;
- Good knowledge of Microsoft Word, Excel and PowerPoint.
- Good interpersonal skills with ability to see through tasks set and deliver results;
- The ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit;
- Self-motivated and ability to use initiative to assist the organization to achieve its objectives;
- Professional experience in capacity development and rule of law programming would be an asset;
- Prior experience working on a US-funded project preferable.
- Ability to travel around Afghanistan and network with local officials
- Keen sense of ethics, integrity, and commitment to IDLO’s mandate.

#### VI. Recruitment qualifications

Education:	Master’s degree in international development, law, public administration, business administration, public policy or other relevant social sciences;
Experience:	Minimum of 8 years of relevant professional experience with gender-focused programming and government institutions in Afghanistan, preferably related to issues affecting women at-risk
Language Requirements:	Fluency in English and Dari is required Knowledge of Pashto would be an advantage.