

Description – Program Associate

I. Position Information

Position Title: Program Associate	Reports: No
Department/Office: WPC/SAJA II	Position status: Vacant
Duty Station: Kabul, Afghanistan	Position type and category: National Support Affiliate
Reports to: Component Lead	Level/Band: 3

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.

Reporting to the Component Lead, the Program Associate will ensure IDLO's gender justice work fits within Afghanistan's legal and social environment. S/he will actively and regularly engage with members of the Gender Justice Department in Kabul and other provinces, government and non-governmental partners, and other stakeholders to collaboratively carry out his/her responsibilities.

III. Functions / Key results expected

The Program Associate is responsible for the following:

1. Provide project and logistical support to programs initiated under the current Women's Protection Centers work plan, including research and trainings.
2. Ensure proper financial course management of the project, including preparing budgets and cash management for all the trainings/events in line with finance rules.
3. In collaboration with the WPC team and partner WPCs, carry out the planning, preparation, and execution of trainings, including selection and coordination of participants and sites, travel arrangements, and meeting materials, including support for Database trainings.
4. Coordinate and facilitate program initiatives with Ministry of Women's Affairs, and program partners such as Voice of Women Organization (VWO) or Women for Afghan Women. (WAW), as well as other partners or members of ASN.
5. Coordinate on internal and external donations to INL partners, working closely with logistics and procurement.
6. Manage the filing system for the project trainings and components.
7. Provide oral and written translation and editing of translation, as needed.
8. Provide information needed for procurement on purchases for the department's needs.
9. In collaboration with Database Analyst, create a filing system for each assigned activity, ensuring electronic and hardcopy working files are integrated; correspondence, reports, and payment documents are filed; and essential documents are scanned.
10. Manage the logistics and implementation of courses, special events and meetings, including site and refreshment selection, participant coordination, travel arrangements, meeting materials, and training certificates.

11. Support trainings on legal skills, media and security, as well as workshops held for governmental officials, with reporting, data collection and any other related tasks.

Monitoring and Evaluation

12. Report on project progress, governmental and stakeholder outcomes, using monitoring and evaluation tools; identify constraints, recommend and implement actions for effective implementation of program components and their evaluation.
13. Assist in identifying shortfalls and bottlenecks in the implementation of planned activities.
14. Compile feedback and recommendations from trainings for team decisions.
15. Collaborate with the Monitoring & Evaluation unit on pre- and post-tests for trainings.
16. Perform any other relevant duties as requested by the supervisor.

IV. Impact of results

The Program Associate ensures that IDLO’s gender justice work fits within Afghanistan’s legal and social environment. The key results have an impact on the overall performance of the Country Office and success in implementation of the program and related training and legal strategies.

V. Knowledge, Skills and Abilities

- Experience in capacity building and application of adult learning principles in a training/capacity development environment;
- Good analytical skills & basic knowledge in entering data on online databases.
- Excellent written and verbal communication skills.
- Good knowledge of Microsoft Word, Excel and PowerPoint. Proficient use of IT software and the internet.
- Proven ability to see through tasks set and deliver results.
- Ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit.
- Ability and willingness to travel within Afghanistan
- Keen sense of ethics, integrity, and commitment to IDLO’s mandate.

VI. Recruitment qualifications

Education:	Completed 12 grade education University degree in Business Administration or LLB degree will be an advantage.
Experience:	Minimum 3 years of relevant experience
Language Requirements:	Fluency in English and Dari is required Knowledge of Pashto and Arabic would be an advantage.

