



FAO Representation – Afghanistan

VACANCY ANNOUNCEMENT

Issued Date: 19 April 2021
Closing date for applications: 30 April 2021

VA NO. FAO/KBL/PRJ/SC/05-2021	
Functional title:	National Cash Transfer Associate
Type of contract:	National Project Personnel / Service Contract (NPP/SC)
Grade/level:	SB-3
Number of post (s) :	1 (One)
Duration :	6 (Six) Months
Extendable/renewable:	Extendable, based on satisfactory performance and budget availability
Probationary period:	Initial 3 months
Project/programme/unit:	Emergency and Resilience Unit – FAO Afghanistan
Duty station:	Kabul with domestic field missions to other project locations.
Sub-station:	N/A
DUTIES / RESPONSIBILITIES:	
<p><u>Organization Settings:</u> Through its country offices or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger, food security and malnutrition and provides technical support for the sustainable development of their agricultural, livestock, animal health, and irrigation and forestry sectors as well as emergency preparedness and response. The activities of the FAO Representation include design and implementation of country-tailored field programmes, liaison with local donor representatives and active public awareness-raising and outreach activities related to the mandate of FAO.</p> <p>FAO's assistance in Afghanistan achieves its objectives through capacity development and direct project implementation in four specific areas of FAO's technical expertise:</p> <ul style="list-style-type: none">▪ Better governance through the improved capacity for policy planning, land reform, decentralization, and management of common natural resources;▪ Fostering expansion of irrigation and field water management;▪ Intensive agriculture for surplus commercialization, value chains development, and job creation;▪ Supporting vulnerable farmers for improved food and nutrition security, resilience, and emergency response to natural and man-made disasters and climate change. <p><u>Project Background:</u> FAO provides emergency and resilience assistance to the most vulnerable and food insecure people, reaching to the most remote rural areas. This humanitarian assistance covers immediate food needs, helps restore agricultural livelihoods, avoids people in need to resort to negative coping mechanisms and increases people's resilience to withstand future shocks.</p> <p>This position is established under the Emergency and Resilience Unit in Afghanistan. The unit has offices regional offices in Herat, Jalalabad, Kandahar, and Mazar-e-Sharif. The National Cash Transfer Associate will travel to project locations in the provinces covered by the respective offices.</p> <p><u>Main Purpose:</u> The National Cash Transfer Associate will provide technical support to cash transfers activities throughout the</p>	

project cycle in Afghanistan.

Working Relationships:

The incumbent interacts with colleagues from within the work unit and with immediate clients from within the Organization.

Supervision Received/Exercised:

Under the overall supervision of the FAO Representative, and the close technical guidance of the Deputy FAO Representative and Emergency & Rehabilitation Officer and the direct supervision of the National Emergency Coordination Officer, the National Cash Transfer Associate is responsible for technically supporting FAO Cash Transfers (CT) interventions in Afghanistan.

Key Functions/Results (Duties and Responsibilities)

- Provide technical support throughout the design, planning, implementation, supervision and monitoring phases of cash transfer (CT) interventions in Afghanistan,
- Ensure the CT interventions in Afghanistan are compliant with the Manual Section 702 governing the cash transfers in FAO
- Provide technical support in the identification process of Partners Organization involved in the support of cash-based transfer activities (identification and registration of beneficiaries, organization of cash for work, etc...) and elaboration of the Letters of agreement through the development of the terms of reference,
- Provide technical support in the identification process of financial service providers (FSP) up to the elaboration of the contracts for the distribution of cash transfers to beneficiaries through the design of the terms of reference and the technical assessment of FSPs;
- Contribute to the operational monitoring of the management of contracts with financial service providers;
- Maintain beneficiary databases in relation to cash transfers,
- Update existing and develop new standard operating procedures (SOPs) for the implementation of cash transfer programmes;
- Support post-distribution monitoring activities – including the questionnaire used – related to the disbursement process and utilization of cash transfers;
- Contribute to the systematization of experiences, good practices and lessons learned as well as the measurement of the impact of cash transfer programmes;
- Participate to existing cash coordination groups/structure (e.g. Cash Working Group)
- Follow up the national initiatives related to the development of a Shock Responsive Social Protection system in Afghanistan with the concerned entities and advocate for potential synergies with the FAO-AF CT interventions;
- Support work on Accountability to Affected Populations (AAP) through the promotion of data collection by FAO staff and Partners Organization on beneficiaries' preferences (cash (vouchers), in-kind) and the appropriate follow up of complaints and feedback relation to CT interventions
- Support the development of new modalities and payment mechanisms including the testing and rolling out phase.
- Support, in consultation with the FAO-AF communication officer, communication on cash transfers related activities through tailored products and different means including web, photo/video, social media, press releases;

Other Activities:

- Perform any other related duties as required by NECO and RPO.

Expected Outputs:

- Standard Operating Procedures and cash transfer modality plans are timely updated;
- Technical support to cash transfers related activities to FAO programme in Afghanistan is provided;
- Timely support to the identification of partners and financial service provider and management of letters of agreement/contracts is provided;
- Capacity-building on cash transfer and social protection to partners and beneficiaries conducted;

- Post distribution monitoring activities supported.

MINIMUM REQUIREMENTS (TECHNICAL SKILLS AND QUALIFICATION)

Education:

- University degree in business administration or public administration, social science, political science or any in field related to food, agriculture or food security.

Work Experience:

- At least three (3) years of relevant experience in project or programme formulation, implementation, management, including experience in cash based interventions and social protection related activities.
- Work experience in large and complex projects that combines emergency response, resilience strengthening and disaster risk reduction with UN, international NGOs, and with ministries, national institutions, and the rural sector in Afghanistan is an advantage;
- Working experience with ministries, national institutions, and the rural sector in Afghanistan;
- Previous work experience with the UN is an advantage.

Other Technical/Functional Skills:

- Good knowledge and understanding of MAIL programmes and administrative/management procedures;
- Demonstrated experience in working independently, and as a constructive member of a team;
- Ability or willingness to travel extensively in remote or inaccessible areas to conduct meeting and awareness raising;
- Having necessary motivation to work as a team through creating a supportive environment;
- Knowledge of common UN administrative and financial rules and regulations;
- Ability to structure and convey information in an appropriate format and timely, ensuring accuracy and consistency;
- Understanding of FAO's mandate;

IT Skills:

- Strong professional command of Microsoft Office, in particular Word and Excel.

Language Skills:

- Working knowledge (level C) of the FAO official language used for communication within the country.
- Fluent in Dari and Pashto

CORE COMPETENCIES:

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

SUBMISSION GUIDELINE:

Interested Afghan nationals should complete the FAO Personal History Form (PHF) and submit it along with their application letter and CV to the email address below, clearly mentioning the vacancy number and post title (**National Cash Transfer Associate - FAO/KBL/PRJ/SC/05-2021**) in the subject line of the email; otherwise, your email will not be considered for further process.

FAOAF-vacancies@fao.org

The FAO PH Form can be downloaded using the following internet link:

<http://www.acbar.org/applicationform>

NOTE: Applicants who failed to attach the FAO Personal History Form (PHF) to their Application will not be considered for further process.

The above-mentioned required documents can also be submitted in writing (marked “Confidential” and indicating on the sealed envelope the Vacancy Announcement number and position title) to the Assistant FAO Representative (Administration), FAO Representation, Ministry of Agriculture, Irrigation and Livestock, Jamal Mina, Opposite Kabul University, Kabul, Afghanistan.

The last date for receiving applications is **30 April 2021**. Please note that applications received after the closing date will not be considered. Only shortlisted candidates will be contacted for test/interview.

GENERAL INFORMATION:

- FAO is committed to achieving workforce gender diversity;
- People with disabilities are encouraged to apply;
- All applications will be treated with the strictest confidentiality;
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO NSHR (Non-Staff Human Resource) roster for two years. The roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station inside the country;
- FAO reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description;
- Please note that all candidates should adhere to FAO values of commitment to FAO, respect for all, and integrity and transparency.
- The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

ADDITIONAL NOTES:

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing);
- Only shortlisted candidates will be contacted for the interview/test;
- **Application received after the closing date will not be given consideration;**
- Please make sure to sign the first page of your PHF while applying for the vacant post;
- Do not forget to write the post title and VA number on the subject of your email, or your application/email will be ignored;
- Candidates may be requested to provide performance assessments;
- Email will only be sent to the interviewed candidates.

Qualified female candidates are highly encouraged to apply!