



Mhair Education Health & Human Rights Organization

Human Resource Department

STAFF REQUISITION FORM

POSITION INFORMATION

Vacancy Number:	MEHHRO/HR-1011
Position Title:	Gender and Advocacy Officer
Organization:	Mhair Education Health & Human Rights Organization
Location:	Based in Kabul and Travels will be required to (Logar, Wardak, and Parwan) Provinces
Duration	10 Months
No. of Position:	1
Type of Position:	Full Time
Nationality:	Afghan
Salary Scale:	Based on Organization's Salary Scale
Gender:	Female
Announcing Date:	June 2, 2022
Closing Date:	June 15, 2022
Submission Email:	hr@mehhro.org

Organization Background:	<p>MEHHRO; Mhair Educational, Health and Human Rights Organization (MEHHRO) is a non-profit and non-political organization, implementing Education, Health, WASH, Livelihood, Relief, Peace Building and Conflict Resolution Programs across Afghanistan. It was established in 2002 by Afghan intellectual and veteran group of youth with the beliefs of meaningful empowerment and a better future is possible. It is registered with ministry of economy and the registration number is; 480. MEHHRO, based on our past 20 years work experience in the field of humanitarian and community development, strongly believe that human development and alleviation of human suffering can best be addressed and healed through humanitarian cooperation and partnership within a transparent, accountable and well-defined frame of action for common human goals and purposes.</p>
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Purpose of the Position:	<p>Gender and Advocacy officer is responsible for planning, organizing and implementing advocacy strategies for COVID-19 project in Logar, Wardak, and Parwan. She will be responsible to coordinate advocacy and gender meetings with community elders, CDs, health authorities, government agencies and other relevant project stake holders. Besides, she will be responsible to work closely at the community level to achieve project goals and objectives.</p>
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Job Summary	<p>Principal Duties and Responsibilities;</p> <ul style="list-style-type: none"> • Plan, monitor, organize and implement gender and advocacy activities of COVID-19 projects in Logar, Parwan, and Wardak provinces and support other gender and advocacy initiatives. • To address the gender and advocacy standards in all project activities from inception to the end of COVID-19 project. • Pursue advocacy goals of the organization and other international advocacy targets. • Facilitate or organize and workshops on Gender and advocacy to empower the community about the concept. • Provide training and monitoring of gender polices, PSEA and AAP polices to ensure the organization’s reputation compared to the international policies and manuals. • Lead the advocacy and Gender project planning, training manual development, conceptual mainstreaming in each programs and Projects. • Provide and/or supervise Gender and advocacy projects and programs in all provinces where the organization is situated. • Work with the country director to ensure all gender and advocacy project activities planning, implementation and reporting with the donor obligations or requirements. • Networking and communication with minded organization and partners. • Attend the respective gender and advocacy cluster regular meetings. • Frequent travel to the province to ensure the programs execution. • Lead the gender and advocacy project baseline and end line surveys with the support of monitoring and evaluation officer, • Lead the gender analysis assessment at provinces and districts with other program teams • Any other relevant tasks assigned by the line manager.
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Qualifications:	<ol style="list-style-type: none"> 1. Bachelor Degree at gender and development, International Law, social science, Political Science, International Relations or any other related fields. Preference will be given to Master Degree. 2. Minimum 3 years working experience in the field; previous experience in national or international NGOS. 3. Very strong understanding of international politics and international human rights mechanisms, experience engaging with and building advocacy campaigns directed. 4. Excellent written and oral communication skills in English, Pashtu or Dare 5. Excellent analytical skills and a strong understanding of the political and social context. 6. Strong public speaking and presentation skills; 7. Ability to formulate and carry out successful human rights advocacy campaigns; 8. Previous experience in capacity building. 9. Demonstrated commitment to universal human rights; 10. Ability to work in a multicultural environment; 11. Willingness to take on new and challenging tasks and goals.
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Computer Skills:	1. Microsoft Office
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Reporting:	The Gender and Advocacy Officer will report to Project Manager
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Submission Guideline:	Interested candidates, who meet the above-mentioned requirements/qualifications, should submit an up-to-date Resume/CV, with a Letter of Interest, via email to the following e-mail address: hr@mehhro.org no later than June 15, 2022 . Mention the Position Title and vacancy number on your subject line and Letter of Interest. i.e. (Gender and Advocacy Officer – MEHHRO/HR-1011) . Only shortlisted candidates will be contacted.
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SIGNATURE APPROVAL

HR Signature	Program Director Signature
Director Approval	