



Job Requisition
DEPUTY DIRECTOR
Women for Justice Organisation Afghanistan

TITLE:	Deputy Director (M/F) / Afghan National
POSITION:	1
REPORTS TO:	General Director, Country Director, Legal Director
LOCATION:	Kabul Afghanistan, with visits to the provinces
CONTRACT DURATION:	2 YEARS
PROBATION:	6 months of probation (with possible one-year extension)
ANNOUNCE DATE:	10 November 2022
CLOSING DATE:	10 December 2022

About

Women for Justice Organisation (WJO) is a non-profit legal aid organization. We were registered as a non-governmental organisation with the Ministry of Economy in Afghanistan under number 4527 dated 7 October 2018.

RESPONSIBILITIES

PROGRAM MANAGEMENT

Work in close coordination with Executive Director to manage WJO'S PROGRAM PILLARS.

- Outline, draft, review and write project reports as per the reporting frequency stated in the funding agreement in cooperation with the program managers and submit to the donors and other stakeholders/partners
Lead the process of annual organizational report, including collecting inputs from departments, analyzing data, and finalizing annual report
- Conduct data analysis and assess project outcome and project impact
- Conduct final evaluation of each cohort of WJO's Legal Education Program.
- Translate and/or coordinate the translation of program related materials, including correspondence with partners, new regulations, decrees, and WJO case studies.
- Monitor the performance of admin, security, logistic and financial staff in accordance with the organization's policies and procedures, action plans and provide regular support and feedback for further development and growth; conduct performance appraisal.
- Support the Director, Financial Manager and financial staff on implementation of financial policies, systems, procedures, budget monitoring per donor contract, financial reporting, and preparation for financial statements and annual auditing.

STAKEHOLDER MANAGEMENT & SUSTAINABILITY

- In close collaboration with Country Director, maintaining a close relationship with other local stakeholders such as universities, NGOs, healthcare providers and others working in the field; understanding their mandate, scope of services, focal points and challenges.
- Drafting minutes, reports and resolutions for meetings with Board Trustee, donors and other stakeholders.
- In collaboration with Country Director, lead donor communication at the local level and undergo negotiation with donors in case of any barrier during the implementation phase.
- Regularly check for calls for proposals and assess if WJO meets the eligibility criteria and if the call for proposal fits with WJO's overall mandate and programs.
- Provide inputs to funding proposals to the Directors to ensure sustainable growth for the organization

COMMUNICATIONS

- Support the Directors with research, writing, documentation in English Language
- Assist with development of communication materials for advocacy and campaigns during 16 Days of Activism, International Women's Day and other significant events.
- Support the Directors with the drafting and creation of web and social media posts, presentations, and publications to show the impact of the WJO programs.

TRAINING & ORIENTATION

- Conduct training on legal investigation and other legal modules for staff, students and other target groups based on need.
- Working with the trainers to strengthen teaching methodologies.
- Provide orientation on-the-job mentoring for all staff on organizational policies

LIAISON WITH AUTHORITIES

- In close collaboration with Country Director, maintaining a close relationship with ministries and government agencies, keeping abreast with the developments in laws governing NGOs, legal aid and laws which concern WJO's work; updating management team of those developments, and implementing changes in WJO's work as required.
- In close collaboration with General and Country Director, developing mandatory reports for Ministry of Economy, Ministry of Finance and other line Ministries for clearance.

Other administrative tasks as required

Necessary Competencies

- Bachelor of Law
- Excellent advocacy and drafting skills in English, Dari and/or Pashto.
- Ability to read, navigate and extract information.
- Demonstrable knowledge of EAW Law, Criminal Procedure Code, Civil Procedure Code and Penal Law.
- Demonstrable knowledge of Excel, Word, Google Search function; able to work with and format documents
- Willing to travel to provinces and conduct site visits
- Computer literacy (required: MS. Excel and MS. Word)

- Fluency in written and spoken English and the local language
- Good communication/interpersonal skills and the ability to mix well with people of all backgrounds and levels

Preferred Competencies

- Master of Law
- 6 years legal and NGO experience: organizational management, program management, legal advisory and litigation experience in the women’s rights sector Afghanistan.
- At least 3 years teaching experience in law and organizational development (policies, leadership and security)
- Organizational Management with focus on project activities and security and safety of staff and the organization.
- Security awareness and ability to implement and enforce security policies and SOPs.
- Legal training on the major laws such as Afghanistan civil and penal laws and Shariah Law.
- Stakeholder management with authorities, other partner organizations, and donors.

Successful candidate will be able to demonstrate the following attributes:

- Detail-oriented and highly organized.
- Ability to set priorities, manages time effectively, and handles multiple tasks under tight deadlines.
- Ability to think strategically and act in the best interests of WJO and its clients.
- Skilled communicator, both verbally and in writing.
- Ability to work both independently and as an effective team member.
- Strong commitment to women’s rights.
- Keen to learn new topics, methods and skills related to her job. Able to implement new ideas, skills, methods and improve performance accordingly.

KEY Attitudes

- Pro-active
- Reliable
- Creative
- Gender-sensitive
- Trust-worthy
- Team-builder
- Accountable
- Transparent
- Courageous
- Dedicated
- Loyal
- Nurturing and supportive
- Strong attention to details
- Strong team player
- Adaptable, committed and flexible attitude
- Ability to work independently, to be self-motivated/ organized and quick learner
- Ability to work under pressure and follow deadlines.
- Strong and proven integrity.

- Demonstrated sensitivity, discretion, tact and courtesy in relation to gender equality and women's rights, development principles and projects.
- Strong motivation on women's movement and commitment to upholding the organizational values and principles

REMUNERATION

Salary is competitive between \$800.00 - \$1,500.00 depending on qualifications, experience and performance during probation period.

Applying:

To apply please send your application to humaira@wjoafg.org Reference: Job Title 'Deputy Director' in the e-mail subject line.

- Resume
- 1-page cover letter; indicate earliest starting date.
- 2 References

Application Process

Shortlisted applicants will be interviewed and engage in a discussion with management team and written test. Expected time: 2 hours.