

# Afghanistan Research and Evaluation Unit

## DIRECTOR Job Announcement



### BACKGROUND

The **Afghanistan Research and Evaluation Unit (AREU)** is Afghanistan's leading independent policy-research organisation. AREU was formed in 2002 with the mission of conducting high quality research that will inform and influence policy and practice. It seeks, therefore, not just to produce reports, but to be part of a process of change that will significantly improve the quality, impact and accountability of reconstruction and development efforts.

AREU's research is largely qualitative, and involves extensive field work in urban and rural areas of Afghanistan. From 2010 AREU's research program focuses on assessing issues of governance and legitimacy in order to understand how institutions function; what they deliver, to whom and how well; and where legitimacy already exists and where it needs to be built. The concepts of governance and legitimacy therefore form the analytic lens through which research problems are defined and analysed across a range of research topics including electoral processes, local governance structures, natural resource management, provision of basic services, and access to justice. In order to ensure that research findings influence policy, AREU invests heavily in communications and advocacy work, including publishing a wide range of research publications and briefing papers, participating in policy meetings, briefing key policy-makers, and disseminating information through national and international media.

Since its formation in 2002, AREU has grown significantly. The organisation currently employs about 90 national and 12 international staff, as well as shorter-term consultants. AREU has a Kabul-based Board of Directors with equal representation from multilateral organisations, bilateral donors and NGOs working in Afghanistan.

AREU is funded from a number of sources, but most significantly to-date from the governments of Finland, Norway, Sweden, Switzerland, and the United Kingdom, as well as from the European Commission, International Development Research Center (IDRC) and the Foundation of the Open Society Institute - Afghanistan (FOSI-A). AREU's 2010 budget will be approximately USD 4.5 million.

More information on AREU is available on AREU's website: [www.areu.org.af](http://www.areu.org.af).

### GENERAL RESPONSIBILITIES

The role of the AREU Director is to guide the overall strategic direction of AREU, and to oversee the work of the Research, Communications, Advocacy and Information, and Administration and Finance departments in order to achieve the organisation's mission. The Director has a large representation function both in advocacy and media work for policy change, as well as in fundraising. The AREU Director is based in Kabul, Afghanistan, and reports to AREU's Board Chairperson or Co-Chairs.

## **SPECIFIC RESPONSIBILITIES**

### **1. Strategic Planning and Program Development**

Annually review and update three-year strategic plan and prepare annual operating plans; lead programme planning and development for AREU in line with organisational mission and strategic plan; carefully balance significant growth opportunities with capacity constraints inherent in the operating context of Afghanistan; work with the AREU research team to develop research ideas and decide on research priorities; and develop partnership possibilities with Afghan and international organisations.

### **2. Policy/Advocacy and Organisational Representation**

Maintain good relationships with government ministries and departments, donors, UN agencies, NGOs and the media, in order to influence policy-making; present AREU research findings and represent AREU at relevant national and international meetings and conferences; give media (print, radio and TV) interviews; and work with the Communications and Advocacy team on dissemination strategies for research findings and publications, and ensure that they meet the needs of AREU's target audiences, particularly policy-makers and development practitioners.

### **3. Management and Fundraising**

Maintain good relations with donors and oversee the development of high quality project proposals to secure funding; work with the Administration and Finance team to ensure compliance with AREU and donor financial and grant requirements; ensure accurate narrative and financial reports are submitted to donors and the AREU Board in a timely manner; ensure that office functions according to AREU policies and procedures; monitor security situation and continually assess procedures to ensure staff security; and work with finance team to strengthen budgeting and budget monitoring.

### **4. Human Resource Management and Staff Development**

Ensure organisational structure meets needs of AREU's programme; ensure recruitment of high quality staff; supervise and evaluate the performance of staff directly supervised; and, ensure that appropriate systems and resources are in place to take advantage of staff development opportunities and that they are equitably distributed.

## **SALARY AND BENEFITS**

The salary for this position will be determined commensurate with experience, taking into consideration AREU's overall salary scales. AREU pays local income taxes. The benefits package also includes health and evacuation insurance, furnished housing, use of a vehicle, a home leave ticket after each year of service, 34 paid annual vacation days, an allowance for R&R travel, and a shipping allowance. Afghanistan is a non-family duty station for most organisations, but this may be negotiable depending on circumstances.

## **PERSON SPECIFICATION**

- Relevant academic qualifications (including at least a Masters degree and preferably a PhD).
- At least seven years of relevant project, people and budget management experience, including at least four years of experience in the field of international

development.

- A record of successful fundraising.
- Strong communications and representation skills, including excellent spoken and written English.
- Relevant research experience (a record of authorship of research publications is highly desirable).
- Strong interpersonal and cross-cultural skills.
- Knowledge of Afghanistan; direct experience in country desirable.
- Ability to work in fast-changing and politically sensitive environment.
- Knowledge of Dari or Pashto desirable.
- Willingness to make a minimum commitment of two years.

#### **START DATE**

The selected candidate ideally will be able to start work by mid July 2010 at the latest.

#### **HOW TO APPLY**

Please apply by sending a CV and a succinct cover letter that outlines how your experience relates to the skills and experience outlined in the Person Specification above to: [paula@areu.org.af](mailto:paula@areu.org.af). In the e-mail subject line please write "AREU Director" and your name. The deadline for applications is 12 February 2010, however interviews of suitable candidates may begin as applications are received. Only short-listed candidates will be contacted.