

Title	Executive Director
Organization	Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC)
Duty Station	Kabul Afghanistan
Duration	1 year + Possible Extension
No of Jobs	1
Nationality	Afghan
Sex	Any
Salary Range	According to NTA salary scale
Announcing Date	May 08, 2018
Closing Date	May 29, 2018
Shift	8:00AM to 4:30PM, Saturday through Wednesday
Experience	At least 5 years of experience in governance or anticorruption work and at least 5 years in managing or directing an organization with the same size and budget as MEC Secretariat. Experience in developing policy recommendations and providing policy advice at a high level. Experience in conducting or supervising monitoring and evaluation work. Work experience in Afghanistan is preferred.

Background

The Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC) was established in 2010 jointly by the Government of Afghanistan and Afghanistan's international development assistance partners, to independently monitor and evaluate all national and international efforts to fight corruption in Afghanistan. Credible monitoring and evaluation of corruption and anti-corruption efforts by the MEC are essential for Afghanistan's healthy development, and for its economic recovery. The MEC is guided by six Commissioners, three Afghan and three international anti-corruption and good governance experts, giving it a unique perspective and authoritative and credible standing. The Executive Director leads a dynamic MEC Secretariat, which is widely respected for its work. A person of independence and integrity and committed to transparency and accountability, the new Executive Director will command the respect of all parties in the country and internationally. He or she will be technically competent in anti-corruption work, and will have the political, communication and outreach skills to advance the anti-corruption agenda at all levels of government and society. This is one of the most exciting high-level positions in the field of anti-corruption worldwide, and the MEC is seeking a qualified person to lead these important efforts.

The Executive Director (ED) of the MEC leads the Secretariat with the support of the Committee, and the regular direction and guidance of the Committee Chair. The ED will be responsible for overseeing the provision of Secretariat support for the MEC's mission including the provision of advice, and the conduct of monitoring and evaluation activities. The key functions of the ED are summarized as follows:

- Directing and managing the staff of MEC's Secretariat and all related resources;
- Providing high-quality advice to the Secretariat and the Committee, including policy, legal, and organizational; and in support of the development of recommendations and benchmarks;
- Directing and overseeing the monitoring and evaluation activities of the Secretariat pursuant to Committee directives;
- Developing and maintaining strong relationships with the government, international community, donors, civil society and other stakeholders;
- Overseeing the development of regular high quality reports, including MEC's quarterly reports, accountability reports, and reports on specific subjects.

Duties and Responsibilities

Direct and manage the staff of MEC's Secretariat and all related resources

- Oversee the day-to-day functioning of the Secretariat, while managing human and financial resources in line with MEC's terms of reference, rules of procedure, priorities, direction, operational policies, and Afghan laws
- Oversee policies, procedures and training which build the capability, capacity and technical excellence of the Secretariat
- Oversee the development of high quality in-house research capacity to build up the knowledge base of, and

contribute to informed activity by, the staff

- Develop and implement an operational plan for the Secretariat, reflecting the Committee's priorities, distribution of functions and responsibilities, and accountability.
- Evaluate the organizational needs of the Secretariat from time-to-time and provide recommendations to the Committee regarding required resources.
- Develop and oversee the implementation of organizational policies, including procurement and financial and human resource management.
 - Provide a healthy, harassment-free, impartial, inclusive, and safe work environment for all staff.
- Implement recommendations of the system-based audit of MEC's Secretariat as approved by the Committee.
- Recruit qualified international and national staff in compliance with the organizational structure and the internal rules and regulations of MEC.
- Develop performance indicators for MEC Secretariat staff, and conduct performance evaluations on that basis. Take appropriate action, including monitoring attendance, to manage performance as required.
- Provide Secretariat support for MEC quarterly missions, including travel, accommodation and security arrangements, translation, agenda, minutes of meetings, scheduling meetings and other logistical requirements.
- Oversee procurement, contracting, human resources issues, amongst others, to ensure that all practices conform to legal requirements and MEC policies.
- Lead the Secretariat to develop proposals to donors for ad-hoc projects, and for core-funding as required.
 - Lead the Secretariat to develop budget and oversee financial management and expenditures in a manner consistent with the principles and practices of modern comptrollership, MEC policies, and all applicable laws.
 - Lead the Secretariat to provide regular financial reports to the Committee
- Ensure that assets, including office space, are acquired and disposed of according to law, policy and best practices. Oversee a system for the logging and tracking of all assets.

Provide high-quality advice to the Committee, including policy, legal, and organizational; and in support of the development of recommendations and benchmarks

- Develop and implement a quality assurance process for the creation of high-quality policy advice based on research and consultations.
- Oversee the development of evidence based anti-corruption recommendations and benchmarks.
- Oversee the review of legislation, proposed legislation, and other national and international initiatives that affect the fight against corruption in order to develop MEC positions and interventions.
- Oversee the development of monitoring and evaluation plans that allow for a full assessment of anti-corruption activities and evaluation of the impact of various initiatives.
- Develop relationships with a variety of government, international, and civil society organizations to ensure that the MEC benefits from the broadest information available and a cross-section of perspectives.

Develop and maintain strong relationships with government, international community, donors, civil society and other stakeholders

- Oversee and help implement a communication and outreach strategy to ensure consistent presence in the public space and effective messaging in line with the strategic orientation set by MEC.
- Represent MEC with government officials and other stakeholders to ensure effective communications between MEC and stakeholders, other relevant entities, and the public.
- Engage with government agencies and the legislature in policy-related dialogue and advocacy based on MEC recommendations.
- Cultivate and maintain media contacts and identify opportunities for media intervention to communicate MEC's work.
- Facilitate stakeholder meetings for MEC consultation, and coordinate meetings with key individuals and organizations during Committee missions.
- Participate in conferences and meetings to develop MEC's network and to communicate current activities and promote its work.

Developing regular reports, including MEC's quarterly reports, accountability reports, and reports on specific subjects

- Regularly report to the Committee on progress, results and challenges, and with help from the concerned departments at MEC, prepare reports for the public, parliament, president and the international community on MEC activities and the status of MEC recommendations.
 - Oversee the development of quarterly financial and narrative reports to MEC donors, and annual audits of MEC

expenses, to ensure compliance with policy and regulation requirements of donors while ensuring technical independence of MEC.

- Oversee the development of regular reports that provide information on activities and provide results of monitoring and evaluation activities.
- Lead the development of reports on important anti-corruption issues as agreed to by the Committee.

Qualifications:

Education: Master's degree in public administration, development, law, political science, international relations or other relevant category.

Experience: At least 5 years of experience in governance or anticorruption work and at least 5 years in managing or directing an organization with the same size and budget as MEC Secretariat. Experience in developing policy recommendations and providing policy advice at a high level. Experience in conducting or supervising monitoring and evaluation work. Work experience in Afghanistan is preferred.

Knowledge: Knowledge of corruption standards and anti-corruption methodologies. Knowledge of governance and accountability mechanisms and strategies. Knowledge of Afghanistan and related environmental factors affecting corruption. Knowledge of budgeting and financial controls. Knowledge of best practices in human resources planning and management.

Competencies: Ability to manage international and national staff. Ability to exercise the highest degree of judgment and accountability in the allocation and use of resources. Ability to exercise diplomacy and political acumen in all interactions, especially in communication with the media. Ability to provide high level advice, incorporating strategic considerations where appropriate. Ability to manage human and financial resources effectively in a manner that produces the highest level of results.

Language: Fluency in English and one of the national languages i.e. Pashto or Dari

How to Apply:

Candidates can apply for the position by sending their cover letter and CV in one PDF or Microsoft Word document, named in the following way:

"LAST_NAME_first_name.pdf" or "LAST_NAME_first_name.doc." Supplementary documents - degrees, certificates, etc. - should not be sent at this time.

The single PDF or Word file should be emailed to jobs@mec.af with the subject line "MEC Executive Director" by May 29, 2018.