

Title	Research Consultant/Translator
Organization	Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC)
Duty Station	Kabul with travel to provinces
Duration	3-month contract with possibility of extension
No. of Jobs	1
Nationality	Afghan
Sex	any
Salary Range	As per MEC salary scale
Announcing Date	November 15, 2017
Closing Date	November 24, 2017
Shift	Full time (Saturday-Wednesday, 8:00AM to 4:30PM)
Experience	At least two to three years of experience in relevant field

General Overview of MEC

In 2010, the Government of the Islamic Republic Afghanistan (GIROA) invited the international community to form the Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC), to provide anti-corruption policy advice, and monitor and evaluate progress against specific anti-corruption benchmarks. The MEC was established jointly by the GIROA and the international community, following the London and Kabul Conferences in January and July 2010, respectively, and by Presidential Decree 61, 2010.

The MEC is an independent agency, and is not subject to direction from either the Afghan government or from the international community. Following the London Conference, the Government of the Islamic Republic of Afghanistan invited the international community to form a joint Afghan-International monitoring and evaluation committee. On September 18, 2016, the Afghan president issued Presidential Decree No. 115. This changed the legal status, duties, scope of activities and authorities of the Independent Joint Anti-Corruption Monitoring and Evaluation Committee which abrogates all previous Presidential Decrees. The MEC focuses on:

- Developing anti-corruption recommendations;
- Monitoring and evaluating the anti-corruption efforts of the Afghan government and the international community; and
- Reporting on a regular basis to the President, Parliament, and people of Afghanistan, as well as to the international community about the state of the fight against corruption.

Job Summary

The primary responsibility of the Research Consultant Translator will be to support the Ministry Wide Corruption Vulnerability Analysis (MVCA) Senior Officer in conducting interviews with stakeholders, translating and reviewing reports, manuals, policy documents, and contracts, as well as partaking in field research. Robust research experience and the ability to work responsively and effectively in teams are crucial for the role.

Duties and Responsibilities

- Support the Senior Officer in the conduct of vulnerability to corruption assessments as directed. Support will specifically focus on primary and secondary research by way of qualitative and quantitative methods as well as document review and translation.
- Support data collection through key informant interviews (KIIs) and focus group discussions (FGDs) both in Kabul and at provincial levels.
- Review and conduct translations of key documents, including interview notes, in Dari and Pashto to English for research purposes
- Ensure the quality of interview transcripts and field notes are up to standard and meet research objectives
- The Research Consultant is expected to deliver high-quality documents, often under tight deadlines and may

occasionally require some overtime / after-hours work.

- Perform any other tasks assigned by the Senior Officer, Team Leader or MEC Executive Director

Qualifications

Education:

- Minimum Bachelor Degree in Law, Economics, Social Sciences or any other relevant field.

Experience:

- Minimum 2 - 3 years of professional experience in the related field.

Language:

- Excellent Dari, Pashto & English language skill is required.

Professional Skills:

- Excellent translation and report writing skills
- Proficient in MS Office and MS Excel
- Excellent research skills, especially qualitative methods
- Familiarity with the administration of surveys and questionnaires
- Excellent interpersonal skills and ability to communicate effectively
- Experience with donor funded projects is preferred

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 "Research Consultant/ Translator, by 21 November 2017.