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the People of Japan**



**International Organization for Migration (IOM)**  
The UN Migration Agency

## Return of Qualified Afghans Programme TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title:	Natural Resources Management Expert
Host Institution:	Ministry of Agriculture Irrigation and Livestock
City:	Kabul
Position number:	1
Organizational unit:	Office of the Deputy Minister for Irrigation & NR
Reporting directly to:	Policy Adviser/ Head of Gender Unit
Overall supervision by:	Deputy Minister for Irrigation and Natural Resources
Managerial responsibility:	Sr. Policy Adviser to Deputy Minister
Directly reporting staff:	Director General of Natural Resources

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the direct supervision of Director General for Natural Resources/Sr. Policy Adviser, and the overall supervision of the Deputy Minister for Irrigation and Natural Resources, the candidate will be primarily responsible for supporting the general directorate for natural resources in devising and implementing pertinent policies and strategies. The incumbent is also expected to assist in formulation of an outreach policy on conservation of natural resources in the country. The incumbent could contribute to the natural resources-based livelihood program/proposal for the Afghan returnees.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<p>Main duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. Provide technical inputs to the natural resources management (NRM) policies and strategies, in line with country's national priority program</li> <li>2. Conduct a situational analysis of existing practices in the area of natural resources management</li> <li>3. Identify capacity gaps in implementation of existing natural resources policies and strategies</li> <li>4. Assist and actively contribute to community scale program for returnees</li> <li>5. Assist in the preparation of the needed training modules and workshop, and in the conduct of such events;</li> <li>6. Provide technical support in the Green Belt Project for large cities</li> <li>7. Actively contribute to the natural resources working group, and assist in promoting inter-departmental coordination</li> <li>8. Assist in devising a strategy for incorporating climate change in existing natural resources management strategies and policies</li> </ol>



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Other duties and responsibilities

1. Convening weekly coordination meeting of the Natural Resources Working Group
2. Prepare a descriptive and analytical report on the main findings, suggesting appropriate options and recommendations
3. Provide overview and prepare talking points for higher management on subject matters
4. Perform any other relevant task, requested by office of the deputy minister for irrigation and natural resources, or Minister's office

**IV. COMPETENCIES**

The incumbent is expected to demonstrate the following technical and behavioural competencies:

Behavioural

**Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

**Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients

**Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

**Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

**Creativity and Initiative**

- Proactively develops new ways to resolve problems



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**Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests

**Performance Management**

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

**Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

**Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity

**Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

**Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Technical (*specific to the job family*)

The technical requirements are;

- Previous working experience in the region and familiarity with the country's natural resources condition will be highly desirable
- Strong knowledge and understanding of environmental and natural resources management, preferably in developing countries;
- Extensive field experience in developing countries
- Demonstrated capacity to write technical reports in English
- Demonstrated analytical and conceptual skills with ability to analyse and integrate diverse information from various sources



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- Experience of imparting training and lectures on the environment/natural resources related subjects

**V. EDUCATION AND EXPERIENCE** *(specific to the category and (expected) level of the position )*

- A Completed university degree in Environment Science Or Natural Resources
- Relevant work experience in natural resources/environment related issues with demonstrable successes
- Excellent verbal and written communication skills in Dari/Pashto.
- Working knowledge of Pashto/Farsi is desirable and a clear advantage

**VI. LANGUAGES**

Required

<ul style="list-style-type: none"> <li>▪ Dari</li> <li>▪ Pashto</li> <li>▪ English</li> </ul>	Fluent Fluent Medium
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Advantageous

- Female qualified candidates with knowledge and experience in the field has a clear advantage