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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:	Sr. labour policy Analyst
Host Institution:	Directorate General Policy & Planning (DGPP), MoLSAMD
City:	Kabul
Position number:	1
Organizational unit:	DGPP
Reporting directly to:	DGPP
Overall supervision by:	DGPP
Managerial responsibility:	
Directly reporting staff:	

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the direct supervision of Mr. Abdul Hameed Akbar the acting DG of Policy and planning, the candidate will be responsible for reviewing, supporting, developing and analyzing the Labour policies.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<p><u>Main duties and responsibilities:</u></p> <ol style="list-style-type: none"> 1. Review and support planning, monitoring and implementation of labour policies. 2. Provide technical support to policy team for implementation of labour policies and national employment strategies based on the national and regional labour market demands. 3. Take an active part in yearly National Labour Conference. 4. Support the technical/management team in developing proposals, concept notes, talking points/speeches and key documents including policy and strategic planning documents. 5. Provide advice on potential areas of support with regards to policy development. 6. Close collaboration will be needed with internal and external partners. 7. Contributes to the Capacity Development and Knowledge Sharing between the project partners, stakeholders and staff. 8. Provide a strong coordination with DM-labour office and technical team. 9. Any other tasks as may be assigned by the Office of DG-Policy and planning.



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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

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



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- 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

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

- Master's degree in public policy, international development, social science, political science, public administration.
- Minimum one year of relevant work experience in the field of policy development and planning.
- Excellent verbal and written communication skills in Dari/Pashto & English.

VI. LANGUAGES

Required

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Dari ▪ Pashto ▪ English | <p>Fluent
Fluent
Fluent – Preferable</p> |
|---|--|

Advantageous



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- Excellent technical and managerial skills with high ability in communication and coordination.