



Academy for Educational Development

Senior Advisor Master of Policy & Public Administration

Afghanistan Higher Education Project Kabul, Afghanistan

Founded in 1961, the Academy for Educational Development is an independent, nonprofit organization committed to solving critical social problems and building the capacity of individuals, communities, and institutions to become more self-sufficient. Since early 2006 it has been implementing the Afghanistan Higher Education Project (HEP), a five year effort funded by the U.S. Agency for International Development (USAID) to improve institutional administration and pre-service secondary teacher education at the 18 faculties of education and four-year teacher training institutions across Afghanistan. HEP also works to improve the capacity of Kabul Medical University to support improved medical education and the training of health professionals needed to address national priorities in the areas of public health and hospital services. HEP provides training and technical assistance to advance the skills and knowledge of higher education administrators and faculty while ensuring institutional structures and a positive academic culture. HEP also works closely with the Ministry of Higher Education (MoHE) and the Ministry of Public Health to ensure that its activities are congruent with Ministry goals and assist in the development of policy frameworks. AED is joined in this project by Indiana University, the University of Massachusetts Amherst, and the University of Nebraska Medical Center.

Reporting & Supervision

The Senior Advisor, Master of Policy & Public Administration reports to the Chief of Party (COP) in Kabul and works the MoHE, Kabul University and the Afghanistan Civil Service Commission to facilitate a range of activities which result in the realization of the National Higher Education Strategic Plan (NHESP) and the objectives of HEP. The Senior Advisor, Master of Policy & Public Administration, in coordination with the COP and Deputy Chief of Party (DCOP), maintains positive relationships and strong communication with USAID, the Ministry of Higher Education, and collaborating institutions.

Primary Responsibilities

Under the guidance of the COP, the Senior Advisor Master of Policy & Public Administration will work with senior project staff and stakeholders to facilitate the development of appropriate structures and mechanisms to deliver an international standard Master of Policy and Public Administration degree. Working with senior members of the MoHE, Kabul University and the Afghanistan Civil Service Commission he/she will

- Design a graduate program in Public Policy and Administration that provides a high quality, professionally-relevant educational program that recognizes the unique character of the public service in Afghanistan and its role in democratic governance

- Advise and support HEP staff on issues relating to government relations, national capacity development strategy and public administrative reform
- Ensure effective collaboration across all project activities
- Assist to devise scopes of work for technical consultants required by the project
- Coordinate dialogue and collaboration with project stakeholders and with other USAID projects working in higher education
- Facilitate appropriate technical working groups funded or assisted by USAID
- Support USAID's efforts to foster coordination between MoHE, Kabul University and the Civil Service Commission.
- Develop and promote academic affiliations between Afghanistan public and private universities
- Submit monthly activity reports using the standard HEP report format
- Provide regular updates to the Chief of Party and the Deputy Chief of Party

Additional Duties and Responsibilities

The Senior Advisor Master of Policy & Public Administration will be expected to take on additional tasks as deemed necessary by the COP and AED's senior management and in consultation with USAID.

Required Skills and Qualifications

- Graduate degree (doctorate preferred) in public administration, international development or related field
- Demonstrated technical expertise in the design of policy and public administration curriculum
- Demonstrated leadership in project management, monitoring and evaluation
- Minimum of seven years of international work experience
- Previous work on USAID-funded projects
- Cultural sensitivity and understanding of diverse societies
- Excellent communication skills, including fluency in English

Desired Skills and Qualification

- Prior work experience in Afghanistan, Central or South Asia, or Islamic countries
- Experience in a conflict/post-conflict environments

Working and Living Conditions

- Secure residential and office compounds governed by strict security protocols
- Restricted movement in Kabul and limited travel outside of Kabul
- Group housing with other expatriate staff
- Unaccompanied post

Period of Performance: January 2010 through January 2011