

**From  
the People of Japan**



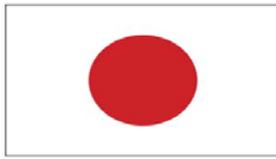
**International Organization for Migration (IOM)**  
The UN Migration Agency

## Return of Qualified Afghans Programme TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title:	Economic and Financial Consultant
Host Institution:	Ministry of Economy
City:	Kabul
Position number:	2
Organizational unit:	Directorate of Policy
Reporting directly to:	Senior Economic advisor
Overall supervision by:	Directorate of Policy
Managerial responsibility:	Preparing Economic growth model
Directly reporting staff:	

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the direct supervision of the Senior Economic Advisor and the overall supervision of the Directorate of Policy the candidate will be primarily responsible for Preparing Economic growth models.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<p>Main duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1) Develop and introduce new methods, manuals, tools, guidelines, standards and processes for production of economic outlooks</li> <li>2) Draft Economic and Social development Progress reports as well as any other macroeconomic reports, policy papers or analyses as required.</li> <li>3) Analyze and evaluate the recommendations and proposals of the ministries and government agencies regarding the amendments in the government economic policy and strategy;</li> </ol> <p>Other duties and responsibilities</p> <ol style="list-style-type: none"> <li>1. Collect and keep the soft and hard copies of the data to analyze the macroeconomic situation and trends of the country.</li> <li>2. Develop the mechanism and guidebook on how the macroeconomic analysis to be conducted within the MoEc under the supervision of Economic Policy Directorate.</li> <li>3. Evaluate and analyze the national and international reports of significance to Afghanistan economics dynamics.</li> <li>4. Helps the Policy Directorate in conducting taskforce meetings, preparing agenda, and delivering presentations as required.</li> </ol>



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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**

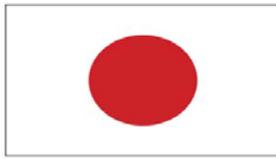
- Convinces others to share resources
- Presents goals as shared interests

**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

*Technical (specific to the job family)*

- The technical requirements are: working with STATA software.

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

- A Completed university degree in Economics, Accounting OR Business
- Relevant work experience in the field of economic policy with demonstrable successes
- Excellent verbal and written communication skills in Dari/Pashto.
- Excellent verbal and written communication in English.

**VI. LANGUAGES**

Required

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