

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

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**VACANCY ANNOUNCEMENT # 704/08/2010**

Title:	<b>National Coordination Officer</b>
Number of Posts	One
Type of contract:	Fixed Term Appointment
Category:	National Professional Officer (NPO)
Level:	To be determined
Duty station:	Kabul
Unit/Section:	Pillar II
Issuing date:	12 August 2010
Closing date:	11 September 2010

**Background:**

The Aid Coherence Unit of Pillar II is responsible for UNAMA's efforts to support the Implementation, Monitoring and Evaluation of ANDS Priorities, targets and benchmarks both at national and sub-national level. Aid Coherence Unit is working closely with Ministry of Finance, Ministry of Economy, other Government departments, Bi-lateral and Multi-lateral donors, Other UN agencies, NGOs and Civil Society to achieve the targets of ANDS as stipulated in the Paris Declaration.

National Program Officer (Aid Coherence Unit) reporting directly to the Development Officer will work closely with other unit officers in the areas mentioned above.

**Duties and Responsibilities:**

- Provides Support for the effective Implementation, Monitoring and Evaluation Government's National Development Priorities, targets and benchmarks both at national and sub-national level.
- Liaises and works closely with government partners - Ministry of Finance, Ministry of Economy, Independent Directorate of Local Governance, Central Statistical Office, etc., Bi-lateral and Multi-lateral donors, Other UN agencies, NGOs and Civil Society to pursue and ensure implementation of the Development Priorities
- Supports the Government on the implementation of the Provincial Development Plans (PDPs) and monitors the mainstreaming of the PDPs into the National Budget
- Supports the activities of different Standing Committees, Task Forces, Working groups related to the ANDS implementation
- Maintains liaison with UNAMA Field Offices and other UN agencies related to implementation of Government and UN-Joint Programs at Sub-national level
- Prepare periodic reports, briefs and notes for UNAMA staff. Keeps abreast of latest trends and developments in the area of assignment and provides input on issues to supervisor and colleagues in the mission.
- Maintains the information management hub on ANDS implementation within UNAMA in order to feed UN family and Government of Afghanistan with updated information

- Represents the Aid Coherence Unit at internal and external meetings. Provides technical and substantive back up in the implementation of mandate of the unit.
- Provides technical assistance to the Government and other bodies in the formulation and implementation of policies and programs
- Monitors action taken by intergovernmental groups, UN organizations, government and non-governmental organizations
- Participates in fact finding and other field missions at the sub-national level
- Interprets from English into Pashto/Dari and vice-versa during meetings, Translates documents from English into Pashto/Dari whenever necessary
- Performs any other duties as required and assigned by the Supervisor from time to time

### **Competencies:**

**Professionalism:** Ability to conduct independent research and analysis, identify issues, and recommend solutions; proven analytical skills; good judgment. Technical knowledge in areas related to development and/or governance **Planning & Organizing:** Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. **Client Orientation:** Ability to identify client's needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to generate and communicate organizational direction as well as introduce and emphasize UN policies into the dialogue (e.g. gender mainstreaming, human rights, etc.). **Technology Awareness:** Solid computer skills, including proficiency in word processing, spreadsheet applications, and relevant software packages. **Communication:** Proven ability to write in a clear and concise manner and to communicate effectively orally. **Team Work:** Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

### **Qualifications:**

Education: First level University Degree, preferably in Development, International Relations, International Economics, Law, Public Administration, Social Sciences or other related field;  
 Experience: At least 3 years progressively responsible work experience in areas closely related to public administration, development, or economics; knowledge of development and governance issues  
 Language: Excellent English and Dari language skills (written and oral); knowledge of Pashto is a an asset

**Preference will be given to equally qualified women candidates.**

**Note:** You are requested not to attach any other extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the vacancy announcement number and job title in the email subject line ; if the application is being sent via email or on the envelope; if it is being sent in hard copies)

**If you are sending your applications in Hard Copies, please address them to:**

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road,  
Kabul, Afghanistan,**

**If you are sending your applications in Soft Copies, please Email your application to:**

[unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)