



**United Nations Assistance Mission in Afghanistan**  
**INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT**

<b>Vacancy No.</b>	<b>704/08/2010</b>	<b>Deadline</b>	<b>26 August 2010</b>
<b>Post Title</b>	<b>National Coordination Officer</b>	<b>Level</b>	<b>To be determine</b>
<b>Organizational Unit</b>	<b>Aid Coherence Unit</b>	<b>Location</b>	<b>UNAMA</b>

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**DUTIES AND RESPONSIBILITIES**

**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.

- 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

### **QUALIFICATIONS AND EXPERIENCE**

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 an asset

### **UN CORE VALUES AND COMPETENCIES**

**Professionalism:** Ability to manage processes, maintains accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. Practices discretion and observes confidentiality. Committed to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**Planning and Organising:** Ability to focus on and follow through priority activities and assignments. Has ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships with all colleagues.

**Accountability:** Operates in compliance with organisation's rules and regulations.

**Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

**Communication:** Demonstrates good written and oral communication skills in English, Dari and/or Pashto. Ability to coordinate, communicate and liaise with other partners and stakeholders.

**Teamwork:** Proven interpersonal skills and the ability to work in a multi-cultural, multi-ethnic and multi-agency environment with sensitivity and respect for diversity. Builds

trust and engenders morale by displaying open, transparent and credible behaviour; Respects individual/cultural differences; utilises diversity to foster teamwork; Ensures others' understanding of, involvement in, adaptation to a change process; executes responsibilities accordingly; provides and responds constructively to feedback (correction or recognition); self analyzes performance problems; seeking appropriate direction and support.

Interested candidates should complete the attached United Nations Personal History form (P.11) and forward it electronically at the following e-mail address: [unamava\\_substantive@un.org](mailto:unamava_substantive@un.org) or if sending hard copy address the envelope clearly to **UNAMA Human Resources Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan**, indicating the post and vacancy number you are applying for. **Incomplete P.11s will not be processed.** Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline for submission of applications.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.

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