



United Nations Assistance Mission in Afghanistan
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	705/08/2010	Deadline	15 September 2010
Post Title	National Coordination Officer	Level	NO-A/B
Organizational Unit	Resident Coordination Unit (RCU)	Location	Kabul

Organizational Context

The Operations Management Team (OMT) is an integral part of the Resident Coordinator System. The OMT provides guidance, recommendations and management support to the (United Nations Country Team) UNCT on operational matters of common interest and concern. The members of the OMT are the senior Operations/Administrative Managers of each resident Agency. The OMT may coopt other staff members from the participating Agencies to serve as members of the OMT or as members of specific technical task forces. Such co-opting is based on the staff members' special expertise.

The Resident Coordination Unit Secretariat provides secretariat support to the OMT.

DUTIES AND RESPONSIBILITIES

Under the overall guidance and supervision of the Senior Coordination Officer, Resident Coordination Unit, the National Coordination Officer will perform the following duties:

- Assist the Operations Management Team (OMT) Chair to prepare for the OMT meetings, disseminate information related to the OMT and its working groups, and draft the minutes of the OMT meetings and of all OMT Working Groups meetings;
- To support surveys with external actors and /or within the United Nations Country Team (UNCT), on issues related to daily subsistence allowances (DSA), entitlements, or any other issues defined by the OMT;
- Record good practices on any operational issues, within the UN family, as requested by the OMT.
- Liaise with government counterparts as appropriate;
- Coordinate and build synergy with UN Agencies and promote One-UN.
- Follow up with individual agencies on decision taken by the OMT and UNCT;
- Ensure the implementation of the OMT work plan, monitor progress and identify constraints and delays to bring to the attention of the OMT, draft and finalize progress reports on OMT activities;
- Maintain and organize document repository of all OMT related documents;
- Prepare OMT Good Practices in Afghanistan;
- Assist the OMT in conducting cost benefit analysis of the various possible common services and;
- Perform any other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education: Master's or Bachelor's degree in Business Administration, Economics, Social Sciences, International Relations, Political Sciences or related fields.

Experience: Three years with a Master's degree or five years with Bachelor's degree of progressively responsible work experience in administration, policy and programming of development assistance, preferably with a UN agency or bilateral/multilateral agency. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages. Experience in handling of web based electronic systems.

Languages: Fluency in English, Proficiency in Dari and/or Pashto.

Other Skills: Familiarity with relevant computer applications (Ms Word, Excel, Power point)

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 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.

