



**United Nations Assistance Mission for Afghanistan (UNAMA)**  
**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

<b>Vacancy No.</b>	<b>43/12/2018</b>
<b>Post Title</b>	<b>Associate Civil Affairs Officer</b>
<b>Level</b>	<b>NO-B (Fixed-Term)</b>
<b>Organizational Unit</b>	<b>Donor Coordination Section</b>
<b>Location</b>	<b>Kabul HQ</b>
<b>Number of posts</b>	<b>01</b>
<b>Issuing Date</b>	<b>07/10/2018</b>
<b>Closing Date</b>	<b>21/10/2018</b>

**Important note:** UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

**DUTIES AND RESPONSIBILITIES**

Under the direct supervision of Senior Programme Officer (Donor Coordination Service) and within the limits of delegated authority, the Associate Civil Affairs Officer will perform the following duties:

- Supports and facilitates dialogue between and amongst Government authorities, international community partners and national stakeholders to advance consultative approaches to the development policy and implementation at the national and subnational levels.
- Works closely with civil society groups or institutions to promote a culture of peace and reconciliation across the development and reform agenda, including through organizing joint initiatives and events.
- Establishes and maintains contact with relevant national and international interlocutors at the local level as directed, including representatives of Government authorities, as well as civil society actors, community representatives, traditional and religious leaders and representatives of local interest groups, including in the private sector.
- Coordinates and consult with team members, other Mission component, and relevant UN Country Team representatives (across multiple disciplines) to achieve consistency and synergy in mandate implementation with respect to coordination of civilian assistance.
- Ensures information is gathered on a broad range of topics relevant to civil affairs work and development policy and can support the assessment of specific sectors with a view to identifying needs and priorities of local communities and state institutions.
- Participates in the implementation and evaluation of donor coordination programmes. Plays a key role in building relationships with local counterparts in different sectors of the Afghan society at the national and sub-national levels.
- Undertakes survey initiatives; guides design of data collection instruments; reviews, analyses and interprets responses, identifies problems/issues and contributes to making recommendations and conclusions;
- Contributes to the preparation of the section's written outputs, e.g. background papers, analysis, substantial sections of reports and studies.
- Assists in identifying the concerns and perceptions of the local population.
- Contributes to overall mission monitoring and planning as required.
- Assists in organizing outreach activities to promote good relations and understanding between Mission's actors, and the population, and ensures accurate information dissemination on Mission's role and mandate.
- Performs any other duties as may be required.

## QUALIFICATIONS AND EXPERIENCE

**Education:** Advanced university degree (Master's degree or equivalent) or a first level university degree in social sciences, political science, international relations, public administration, anthropology, law, economics or related area is required.

**Work Experience:** A minimum of two (2) years of progressively responsible experience in donor coordination with International Organizations; Civil Society and/or community-based organizations, research institutions. Work experience in either/or: project or management, administration, monitoring and evaluation is desirable and experience working in conflict zone will be an added advantage.

**Languages:** Fluency in written and oral English are required. Pashtu/Dari (both oral and written) are desirable.

### **Special measure:**

The minimum work experience for NO-B with a relevant Master's degree is reduced to 1 year, instead of the standard minimum requirement work experience of 2 years and with a relevant Bachelor's degree is reduced to 2 years, instead of the standard minimum requirement work experience of 4 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, is further extended until 31 May 2019 reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

## UN CORE VALUES AND COMPETENCIES

**Professionalism:** Shows persistence when faced with difficult problems or challenges. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behavior.

**Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

## APPLICATIONS

- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: [unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: Two most recent performance evaluation reports**

or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.

- **Applicants should indicate VA Number as **VA#43/10/2018** in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**
- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

**Qualified female candidates are highly encouraged to apply**

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.