



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

<b>Vacancy No.</b>	<b>17/04/2019</b>
<b>Post Title</b>	<b>Programme Management Assistant</b>
<b>Level</b>	<b>GL-5 (Fixed-Term)</b>
<b>Organizational Unit</b>	<b>Human Rights Service</b>
<b>Location</b>	<b>Kandahar Field Office</b>
<b>Number of posts</b>	<b>01</b>
<b>Issuing Date</b>	<b>17/04/2019</b>
<b>Closing Date</b>	<b>07/05/2019</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 and guidance of the Human Rights Officer/Team Leader within the Human Rights Service and in support of UNAMA's work on gender and human rights, the Program Management Assistant will perform the following responsibilities:

- Establishes contact and maintain effective work relationships with UN Agencies, Government and Provincial Authorities, the Afghanistan Independent Human Rights Commission (AIHRC), Ministry of Women's Affairs (MoWA), other line Ministries like MOI, MOJ etc, women Parliamentarians, donors, non-governmental organizations, Co-EVAW, civil society organizations and networks, media outlets and national organizations working on gender and women's issues;
- Gathers, verify and report on information and issues related to women rights, gender equality and EVAW, and to be able to present the information;
- Represents UNAMA at periodic meetings hosted by the above-mentioned interlocutors;
- Assists in the preparation of periodic meetings hosted by UNAMA;
- Liaises on a regular basis with women police councils and policewomen networks to keep informed of opportunities and challenges faced by policewomen in the performance of their duties as law enforcement agents;
- Interacts with women shuras to promote women's participation in local decision-making processes, including development, and protection of women and girls from violence;
- Establishes and maintain a close working relationship with UNAMA substantive sections and UN Agencies with a view to promoting coordination and exchange of information on gender issues. Attend gender working group and GBV sub cluster.
- Facilitates the activities and operation of the field office gender task force.
- Have a good understanding of and be able to communicate the Women, Peace and Security Agenda.

**Capacity Building:**

- Establishes linkages with like-minded organizations and fora on women's rights, gender equality) and EVAW; conduct capacity-building on the same at regional and local levels including with DoWA, the AIHRC, other line departments like DOI, and Police Women Councils.
- Delivers training and presentations on women's rights, gender equality and

EVAW, as required.

**Knowledge Management:**

- Assists in preparing briefing notes and information packages on women's rights and EVAW for internal and external interlocutors, including the HRU.
- Produces incident and analytical reports on salient women's rights and gender issues in the region.
- Follow-up on cases of violence against women and girls.
- Maintains women's rights files and update EVAW database, shared drive and paper archives as required
- Submits weekly Gender input for Team reporting, including "Activities to integrate gender in UNAMA's work" and "activities and developments that empower women"
- Drafts meeting minutes and assist in drafting of thematic reports Analyse data. Good knowledge of using MS Excel programme.
- Reviews project documents especially cost plans/budgets, for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; distributes project documents to relevant parties upon approval.

**Advocacy:**

- Plans and coordinate advocacy activities with partners – for campaigns such as International Women's Day, Peace Day, and the 16 Days of Activism against Gender-Based Violence.
- Broadly disseminate and promote the findings and recommendations of UNAMA/OHCHR reports, including on the Elimination of Violence against Women (EVAW law).
- Performs other tasks as requested by the team leader and HRS.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** High school diploma or equivalent.

Training in Political Affairs/social work related is desirable. Training in communication project monitoring, logistical, budgetary & administrative issues is an asset.

**Work Experience:** A minimum of four (4) years of related work experience in providing support work in political science, international relations, legal/paralegal, disarmament, security development management, conflict resolution or related work with NGOs, civil society organizations or working as a civil servant.

**Skills/knowledge:** Sensitivity to the political, social and cultural environment and ability to adjust behavior accordingly; Awareness of population diversity and of its needs, including those in vulnerable situations; Some knowledge of domestic legal system; Good understanding of how national institutions function; Some knowledge of fundamental human rights principles; Awareness of mission mandate; Ability to gather, verify, evaluate information from a variety of sources; Ability to identify new and better approaches to work processes for incorporation in daily work. Commitment to gender equality.

**Languages:** Fluency in written and oral English and Pashtu or Dari is required.

**Special measure:**

The minimum work experience for GL-5 is reduced to 4 years, instead of the standard minimum requirement work experience of 5 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ as is 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 behaviour.

**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 behaviours to avoid stereotypical responses; does not discriminate against any individual or group.

**Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

**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.

## APPLICATIONS

- **Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**
- 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\\_kandahar@un.org](mailto:unamava_kandahar@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#17/04/2019** 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.