



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

Vacancy No.	21/06/2019
Post Title	Assistant Political Affairs Officer
Level	NO-A (Fixed-term)
Organizational Unit	Political Affairs Service
Location	Kunduz Field Office
Number of posts	01
Issuing Date	13/06/2019
Closing Date	27/06/2019

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

The Assistant Political Affairs Officer at this level assists Senior/Political Affairs Officer and the Head of Field Office in work related to the mission's mandate particular the political, peace, and security related development in Kunduz and Takhar provinces and within the North-Eastern region. Under the direct supervision of the Head of Office or Political Affairs Officer, the Assistant Political Affairs Officer (NO-A) will be responsible for the following duties:

- Develops and maintains regular working contacts with various offices of provincial and district governments of Kunduz and Takhar, governments security institutions, UN Agencies, international and local NGOs, local representatives of political parties, women activists, civil societies including local tribal elders and religious leaders.
- Participates fully in assigned operational activities related to Afghan led peace and reintegration processes; receives and analyses information from provincial and district authorities, security institutions, medial, civil societies including women's groups; and maintains up-to-date knowledge of events relating to political issues, electoral process, gender mainstreaming, government's peace process, security sector development and electoral process.
- Monitors and reports political, security, election, socio-economic and other politically relevant development in Kunduz and Takhar provinces as well as updates with political and security information of adjacent provinces in North-Eastern region.
- Creates database, maintains digital records and regularly update the office share drive with meeting notes, reports, provincial profiles, contact lists and other major correspondences.
- Performs other related duties and tasks as required.

QUALIFICATIONS AND EXPERIENCE

Education: An advanced university degree (Master's degree or equivalent) OR first-level university degree (Bachelor's degree or equivalent) in Political Science, Management or Development, or a related field. Professional training in the areas of planning, monitoring and evaluation, facilitation and/or coordination is an asset.

Work Experience: Relevant years of work experience are not required for applicants with a relevant Master's degree to the position advertised. However, for applicants with a relevant Bachelor's degree a minimum of two (2) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required.

Languages: Fluency in English and Pashtoo or Dari languages are required.

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.

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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_kunduz@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#21/06/2019 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.