



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

Vacancy No.	34/06/2023
Post Title	Associate Rule of Law Officer
Level	NO-B (Fixed-term Appointment)
Organizational Unit	Political Affairs Service
Location	Kabul
Number of posts	01
Issuing Date	08/06/2023
Closing Date	22/06/2023
Duration	1 (One) Year

Qualified female candidates are highly encouraged to apply

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Associate Rule of Law Officer will be responsible for the following duties:

- Contributes to the development of policy frameworks related to the rule of law and the strengthening of the criminal justice system and related institutions in the host country.
- Drafts policy and operational support documentation for the Senior/Chief Rule of Law and assists in programming related activities at the national level.
- Contributes to the development of innovative technical support and assistance to local institutions and other stakeholders within the international community located in the host country to ensure cohesive and coordinated programme delivery.
- Participates in the development of rule of law strategic plans and policymaking in the context of the mission's mandate, and assists in the day-to-day coordination of key activities with other mission components (e.g., justice, corrections, police, human rights, political affairs, policy, gender, child protection, etc.) and UN entities;
- Assists in conducting rule of law programme activities including by advising and mentoring national counterparts, facilitating and organizing workshops and consultations, supporting national criminal justice system organization, training of national actors and/or monitoring of the court and legal system, including field offices, if required.
- Assists, advises, and prepares complex legal research and analysis, unit reports and assessments, policy documents, guidelines briefings and other relevant documents on request.
- Participates in policy, legislative reviews and drafts commentaries and other relevant documents.
- Represents the mission and serves on various standing boards and committees when required.
- Supports and participates in national level coordination planning and/or reform processes and donor coordination, including by supporting the completion of major reviews of the rule of law sector and the development of long-term national strategic plans.
- Provides training to support staff under her/his supervision.
- Promotes effective knowledge management and information sharing, including developing a culture of respect for, and inclusion of, local actors in all rule of law programme initiatives and reform;
- Assist in identifying, establishing, and maintaining contacts and partnerships with other actors, including CSOs/NGOs (national and international) in assigned areas of responsibility with a view to pursuing work programme objectives and ensuring participation in and effective integration of ideas in the planning and implementation of activities.
- Performs programmatic and administrative tasks necessary for the functioning of the work unit, including contributing to the preparation of budgets.
- Maintains a strong interaction with interlocutors in the government and civil society institutions.
- Performs other related duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree (Master's degree or equivalent) in law, criminal justice, social sciences or management is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of two (2) years of progressively responsible professional experience in law reforms and overseeing the implementation of national policies and plans in rule of law and security matters. Experience as a practicing lawyer, prosecutor, judge, legal academic, legal consultant, policing, or adviser in the field of justice is preferable, as is one year of experience providing technical assistance for the development or reform of legal and judicial institutions in a transitional, developmental or post-conflict setting, outside the applicant's country of nationality. UN field experience, especially in a peace operation is desirable. Experience working in anti-corruption is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Pashto and Dari is 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.

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

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: unamava_substantive@un.org

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#34/06/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#34/06/2023**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- 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 one (1) to two (2) weeks from the deadline indicated on the VA.

Required documents to be submitted along with the signed and completed UN P.11:

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of 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.

No fee:

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information in applicants bank account.

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.

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.