

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668  
Fax: +1-212-963-2669

**VACANCY ANNOUNCEMENT VA# 111/03/2009**

Title:	National Human Rights Officer
Type of contract:	Consultancy
No of Posts:	(One)
Category:	Local
Duration:	Six months
Duty station:	Kabul, Afghanistan
Section/Unit	UNAMA -Human Rights/OHCHR
Monthly Salary:	US\$ 2,000 (Two Thousand USD ) - OHCHR Funded
Issuing date:	10 March 2009
Closing date:	09 April 2009

**Job description:**

Under the supervision of the Focal Point on Violence Against Women the National Human Rights Officer will:

- Conduct research and analysis of legislative initiatives and policies adopted or proposed to address violence against women in Afghanistan;
- Undertake legal research on specific aspects of Afghan and Islamic law impacting the rights of women
- Support the team in strategic planning exercises and preparation of work-plans based on on-going monitoring and evaluation of activities
- Contribute to the provision of technical advice to public authorities and civil society organisations concerning implementation of international norms, standards, mechanisms and recommendations
- Support in facilitating, maintaining and managing relationships with national counterparts in government and amongst civil society
- Contribute to, and also at times be solely responsible for drafting briefings, reports, communications, training materials, concept notes, presentations and other necessary material
- Represent UNAMA as and when required
- Facilitate and organise meetings, workshops and conferences and undertake necessary follow-up activities
- Fulfill the role of an interpreter from English to Dari/ Pashto and vice-versa in meetings and translate documents and correspondence as necessary
- Keep the team informed of any legal, social, cultural, political and economic developments that impact to the rights of women
- Perform any other duties as required.

**Competencies:**

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668  
Fax: +1-212-963-2669

**Planning and Organising:** Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan. Ability to manage multiple tasks in an effective, pro-active and timely manner and apply newly acquired knowledge and skills.

**Creativity:** Ability to actively solve problems.

**Communication:** Excellent communication and negotiation skills.

**Drafting skills:** Proven ability to draft material in English and Dari/ Pashto with analytical content

**Teamwork:** Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for dignity.

**Qualifications & Experience:**

- A University Degree (Bachelor or equivalent), preferably in law, political science, international relations or other disciplines related to human rights.
- At least 5-years of progressively responsible professional work experience related to human rights, political science, international relations, law or other related disciplines.
- Familiarity with the political, social, cultural and security situation of Afghanistan as well as having or able to establish contacts within and outside Kabul necessary for performing duties hereinabove described.
- Knowledge of international human rights standards and of rights-based, gender sensitive approaches to programmes and activities.
- Fluency in oral and written English as well as Dari and Pashto is essential.
- Solid computer skills (MS Word, MS Excel, MS Power point).

**Other Desirable Skills:**

- Willingness to work overtime when necessary.
- Ability to travel outside of Kabul.

**Preference will be given to equally qualified female candidates.**

**Applicants meeting the above qualifications are requested to submit the following only:**

A one-page Covering Letter expressing your interest/ suitability for this Post  
Curriculum Vitae (CV) & the P-11  
Copy of University Degree  
Copy of NID; Tazkira

If you are sending your applications in Hard Copies, please address them to:



UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul,  
Afghanistan,**

OR

If you are sending your applications in Soft Copies, please Email your application to:

**[unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)**

**Note:** You are requested not to attach any other extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the **vacancy announcement number and the post title** in the email subject line or on the envelope; if it is being sent in hard copies.

**We request that you kindly review the VA carefully to check that you meet the minimum requirement for the post, and then apply.**