

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

VACANCY ANNOUNCEMENT #142/04/2009

Title:

National Political Affairs Officer

Number of posts:

One

Type of contract:

Appointment for Limited Duration (ALD)

Category:

National Professional Officer (NPO)

Level:

NO- B

Duration:

First three months (probationary period – renewable)

Duty station:

Kabul

Unit/Section:

Pillar - I / Political Affairs

Issuing date:

12 April 2009

Closing date:

26 April 2009

Under the overall supervision of the Chief of Political Affairs Unit, the incumbent will perform the following duties:

Duties and Responsibilities:

- Gathers, selected and analyses information contained in communications and publications received from different sources, including the press.
- Maintains up-to date knowledge of events related to political issues in general and in particular areas of responsibility as well as thematic mandates.
- Keeps abreast of latest trends and developments in the area of assignment and provide input on issues to senior officials and colleagues in mission.
- Monitors national, provincial and district level political developments and provide advice to mission.
- Maintains contacts with political, military and civil society leaders in areas of responsibility.
- Provides technical and substantive back up in the implementation of mandates of the office, branch or unit.
- Maintains contacts with other sectors of the UN, international and national organizations and government departments on coordination and policy matters.
- Monitors action taken by intergovernmental groups, UN organizations, government and non-governmental organizations.
- Participates in regular fact-finding and other missions within assigned area of responsibilities.
- Monitors the situation of political developments in accordance with the priorities established by the mission.
- Drafts reports on political developments, including summaries for the weekly report, drafts analyses of the major political issues in areas of responsibilities.
- Interprets from English into Pashto/Dari and vice-versa during meetings, Translates documents from English into Pashto/Dari whenever necessary.
- Manages the archive of political developments in the area of responsibilities.
- Performs any other duties as required.

Competencies:



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Vision: Ability to identify problems, i.e. political, ethnic, social, economic, etc. affecting peace and stability; **Planning & Organizing:** Ability to manage and plan own work and meet deadline; **Client Orientation:** Ability to develop contacts and foster collaboration with other organizations in order to acquire timely information on current initiatives; **Communication:** Good oral communication skills and proven drafting ability; **Respect for Diversity:** Ability to establish and maintain effective working relation with people of different national and cultural backgrounds with sensitivity and respect for diversity.

Qualifications & Experience:

Education: First level University Degree, preferably in Political Science, International Relations, International Economic, Law, Public Administration, Social Sciences or other related field.

Experience: At least 5 years progressively responsible work experience in areas closely related to political science, international relations or law, knowledge of the Afghan political environment in particular Kabul region, and Afghan Law.

Language: Excellent English/Dari & Pashto Language skills (written and oral).

Preference will be given to equally qualified female candidates.

Applicants meeting the above qualifications are requested to submit a cover letter quoting this Vacancy Announcement title and number along with their Curriculum Vitae; P-11 form, Copy of University Degree & a Copy of National ID to:

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

OR

Email to: unamava_substantive@un.org

Only applications that clearly indicate the vacancy number on the envelope; or in the subject of the email (if the application is being sent electronically), will be reviewed.