

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

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**VACANCY ANNOUNCEMENT # 299/08/2009**

Title:	<b>Political Affairs Assistant</b>
Number of posts:	One
Type of contract:	Fixed Term Appointment
Grade:	GSL-4
Category:	General Service (Local)
Duty station:	<b>APU/ OSRSG</b>
Unit/Section:	Political Unit
Issuing date:	11 August 2009
Closing date:	25 August 2009

Within limits of delegated authority the Political Affairs Assistant is engaged in the following duties:

**Duties:**

- Research various topics in areas of cross-pillar concern regarding issues of Security Sector Reform (DDR-ANA-ANP-CN-JR) as directed by the supervisor.
- Cross-check facts reported through press or other sources.
- Liaise with relevant political-military Afghan contacts of the mission, arrange meetings and transmit messages, and feedback on messages initiated by the contacts.
- Provide assessment of security situation and progress of security sector reform (SSR) in various provinces of the country.
- Recommend on SSR processes based on personal experience from working in Afghan Security Agencies in a historical perspective.
- Serve as alternate UNAMA representative in joint UN-GoA initiatives such as the DIAG process as required by the DSRSG (Political).
- Provide translation and interpretation services to UNAMA staff unfamiliar with the languages of Afghanistan (Pashto and Dari).
- Assist UNAMA Security and UNDSS in ad hoc management of security-related problems requiring interaction with Afghan security organs on a senior level.
- Assist UNAMA Military Advisor Section with advice and contacts as required.

**Competencies:**

**Professionalism:** ability to identify problems, i.e. political, ethnic, racial, socio-economic and or causing civil unrest in a country or geographic area; ability to understand and evaluate internal/national political situation; skill in developing sources for data collection;

**Planning and organizing:** ability to establish priorities and to plan, coordinate and monitor own plan;

**Communication:** ability to write in a clear and concise manner and to communicate effectively orally;

**Teamwork:** Good interpersonal skills; ability to develop and maintain effectively work relationship with different national and cultural backgrounds with sensitivity and respect for diversity;

**Technological awareness:** good computer skills; proficiency in using word processing;

**Qualifications:**

**Education:** High School diploma or equivalent; post-secondary training in political affairs, human rights or social studies or equivalent experience in a national or international agency.

**Work Experience:** A minimum of 4 years progressively responsible experience in areas connected to the social /political arena in the assigned area; previous political reporting experience in a UN peacekeeping mission would be an asset;

**Languages:** Fluency in written and spoken English, Dari and Pashto

**Other requirements:** Experience in analysis of political, security and media issues would be an asset; ability to informally translate / interpret form English to Dari and or Pashto and vice versa an asset; drafting skills are also sought

**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 High School
- & a Copy of NID - Tazkira

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

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

**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)**