

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT NUMBER # 286/08/2009

Title:	Human Rights Assistant
Number of posts:	One
Type of contract:	Fixed Term Appointment
Grade:	GSL -4
Category:	General Service (Local)
Duty station:	Panjshir
Unit/Section:	Human Rights Unit
Issuing date:	11 August 2009
Closing date:	30 August 2009

Under the overall supervision of Head of Office and direct supervision of the international Human Rights Officer, the incumbent performs the following duties:

Duties:

- Assist in interviewing victims, complainants, and perpetrators;
- Assist in analyzing the cases to identify the violation and takes necessary steps to achieve a remedy;
- Liaises with Human Rights Officer (HRO) in the region to develop a coordinated response strategy if the case is a human rights violation;
- Assists other HRO in the verification and investigation of incidents or complaints by information gathering through interviews with victims, alleged perpetrators, governmental authorities and security forces as appropriate;
- Prepares case file reports on human rights violations or abuses in the approved format;
- Coordinate with HQ in a broad variety of topics: children's rights, women's rights and discrimination, transitional justice, civil and political rights as well as economic, social and cultural rights, among other issues;
- Participates in organizing and supporting HR training and promotional activities under supervision;
- Assists with and facilitates meetings with local authorities as well as the Afghan Independent Human Rights Commission (AIHRC), civil society groups, national and international NGOs and UN agencies;
- Accompanies HRO during field missions, organizes meetings, liaises with local interlocutors and provides interpretation;
- Attends meetings with the international officers and maintains records;
- Assists HRO in the organization of workshops, seminars and meetings and prepares material as required;
- Maintain, files and updates the human rights database and paper archives;
- Assists in collecting relevant information from UN Agencies, civil society groups, national and international NGOs, among other groups;

- Translates and interprets human rights-related documents both orally and in writing from Dari/Pashto to English and vice-versa as well as in meetings and workshops;
- Performs any other related duty as requested by HRU personnel.

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 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 area 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 or 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

UNAMA – Central Regional Office, House # 25-27 (Opp. Netherlands Embassy), Street Masjid Anzala, Klola Pushta /Shar-e- Now, Kabul, Afghanistan

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

unamava_substantive@un.org OR UNAMA-CRO@un.org