

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 202/06/2009

Title: **National Gender Officer**
No. of Posts: **One**
Type of contract: **Appointment for Limited Duration (ALD)**
Category: **National Professional Officer (NPO)**
Level: **To be determined.**
Duration: **Three months; probationary - renewable**
Duty station: **Kabul**
Unit/Section: **Gender Unit – ODSRSG, Pillar - 2**
Issuing date: **09 June 2009**
Closing date: **08 July 2009**

Purpose:

The National Gender Officer is located in the Gender Unit of the Deputy Special Representative of the Secretary General for Afghanistan (DSRSG) at UNAMA headquarters in Kabul, He/She will report to the Chief Gender Officer, and will have the following duties and responsibilities:

Responsibilities:

1. Assist the Chief Gender Officer in coordinating and mainstreaming UNAMA activities related to Gender policies and programmes within UNAMA as well as cooperating with other UN agencies for this purpose.
2. Assist the Chief Gender Officer in consolidating and analyzing data on Gender programmes and recent developments received from designed staff in UNAMA; and work closely with the UNAMA regional and sub-offices in support of gender activities in for example, human rights, civic education, public information and other activities undertaken by the field offices and their local partners;
3. Undertake daily liaison with Afghan institutions, the Ministry of women's affairs, UN agencies, donors, NGOs and INGOs and all UNAMA work units;
4. Assist Chief Gender Officer in ensuring policy coherence and an integrated,
5. Coordinated approach including in particular, by meeting regularly with staff with Gender responsibilities from across the mission;
6. Assist the Chief Gender Officer in the development and implementation of duty-specific Gender training for designated groups of staff from across the mission, and developing tools and methodologies to assist mission staff in carrying out their Gender relevant functions;
7. Provide occasional translation and interpretation support on complex technical Gender related matters.

Competencies :

Professionalism: Shows Persistence when faces with difficult problems or challenges;

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Proven capacity to work in a team composed of women and men from different cultures and nationalities;

Communication: Speaks and writes clearly and effectively

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Qualifications and Experience:

- University Degree in Political Science, International Relations, International Economics, Law, Public Administration or other related field.
- At least **3 to 5** years of relevant professional experience, including women/Gender related programs assistance, or related fields Training skills highly desirable;
- Strong Knowledge of relevant international women's right instruments and conventions Good knowledge of the UN system and its procedures;
- Excellent Knowledge of computer;
- Excellent with issues affecting women's right in Afghanistan;
- Fluency in both written and spoken English.

In line with UN policy on gender equity, preference will be given to equally qualified female candidates.

Application Submission Guidelines:

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

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.

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

OR

Email to: unamava_substantive@un.org