

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

VACANCY ANNOUNCEMENT #157/04/2009

Re-advertisement

Title:	Political Affairs Assistant
Number of posts:	One
Type of contract:	Appointment for Limited Duration (ALD)
Grade:	GSL-4
Category:	General Service (Local)
Duration:	First three months (probationary period – renewable)
Duty Stations:	Pul-i-Khumri
Unit/Section:	Political Affairs
Issuing date:	26 April 2009
Closing date:	11 May 2009

Under the overall supervision of the Head of Office and the direct supervision of the Political Affairs/Human Rights Officer, the incumbent shall carry out the following duties and responsibilities:

Duties:

- Follows up of political and/or human rights issues in the region of assignment;
- Provides oral and written translation as required;
- Assists UN senior officials with briefing notes, background papers and talking points;
- Prepares summaries of articles from a wide variety of sources and draft a variety of correspondence, and sections of reports;
- Maintains up-to-date knowledge of events relating to political and/or human rights issues in the area of responsibility, and in particular as they apply to the region of assignment and the mandate of UNAMA;
- Assesses trends that impact the political/human rights situation and the political impact of intra-regional issues, and recommends solutions/possible action that could be taken by the Mission;
- Develops and maintains contacts with Afghan authorities, the political parties, organizations and movements, civil society, NGO and agencies such as AIHRC;
- Analyses information contained in communications and publications received from different sources, including the press;
- Interacts frequently with national and international players on coordination and policy matters;
- Ensures a part of consolidated daily/weekly/monthly/mission/political rights verification/rule of law reports to Headquarters about major developments in the mission area and their impact on mandate implementation;
- Conducts periodical field missions in order to update the overall political, Human Rights, and security trends.
- Assists the Human Rights Officer to monitor justice institutions
- Performs other related duties 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 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 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 Diploma

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 functional title in the email subject line; if being sent via email or on the envelope; if being sent in hard copies.

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 Kunduz Regional Office**

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

unamava_substantive@un.org