

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT #158/04/2009

Title:	Programme Assistant
Number of posts:	One
Type of Contract	Appointment for Limited Duration
Duration:	First three months (probationary period – renewable)
Category:	General Services (Local)
Grade::	GSL -5
Duty station:	Pulikhumri
Unit/Section:	RRR
Issuing date :	26 April 2009
Closing date:	11 May 2009

Under the guidance of the Head of RRR Section and direct supervision of the NPO/Program Officer the incumbent will be entrusted with the following tasks and responsibilities.

Duties:

- Monitors and reports on progress of ongoing projects, including constraints encountered during the implementation process.
- Liaises with the provincial authorities on issues pertaining to the humanitarian assistance, arrangement of meetings, field missions, and visits of UN officials to the Area.
- Liases with the aid community at provincial level on issues pertaining to the humanitarian assistance, arrangement of meetings, field missions, and assessment on the levels of funding for on-going initiatives and possible future projects.
- Reviews project proposals and indicate whether any project falls within UNAMA's criteria for funding, carry out site visits when deemed necessary.
- Initiates primary surveys of areas having potential for recovery, rehabilitation and reconstruction projects in close coordination with relevant government departments.
- Collects data on the economic and social profile of the area and beneficiaries, encourages community contributions, and ensures the sustainability of programmes.
- Acts as a secretary for the PCB. As such, he or she is responsible for the drafting of minutes and any other relevant supporting documents, and reports to head of the RRR/NPO on issues raised in the PCB concerning the cooperation and coordination of programmes.
- Acts as a secretary for the local SWG regular meetings takes notes and report to the head of RRR/ Program Officer/NPO on humanitarian concerns raised during these meetings.
- Persuades coherence among NGOs with similar mandates through regular participation in the SWGs meetings
- Conducts impact assessments of completed projects and comments on the quality of the work.-
- Tracks locally piled emergency relief stocks and report on a weekly basis.
- Assists the Head of RRR/Program Officer/NPO in their daily activities 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 6 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.

Preference will be given to equally qualified women candidates.

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.

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
- Copy of NID – Tazkira

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 the functional title in the email subject line ; if the application is being sent via email or on the envelope; if it is being sent in hard copies)

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

**Personnel Section, National Staff Unit, United Nations Operations Center 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