

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

**VACANCY ANNOUNCEMENT # 155/04/2009**

Title:	<b>Governance Officer</b>
Number of posts:	<b>One</b>
Type of Contract	Appointment for Limited Duration
Duration:	First three months (probationary period – renewable)
Category:	General Services (Local)
Grade:	NOB
Duty station:	<b>Mazar Sharif</b>
Issuing date :	26 April 2009
Closing date:	25 May 2009

The governance unit is responsible for UNAMA's efforts to support governance issues in general, with particular emphasis on issues including local national governance structures (provincial councils, provincial and district governors' offices, provincial development committees, line ministries, municipalities etc), national policy and planning in the governance area, in view of national development frameworks (ANDS, Afghanistan Compact, MDGs). The Unit focuses on the following four areas of support:

- Institutional development/public administration reforms at the national and local level;
- Support for the development of policy and regulatory frameworks;
- Capacity building; and
- Coordination, planning, monitoring and evaluation.
- The incumbent, reporting directly to international governance officers, will work closely with other unit officers in the areas mentioned above.

**Duties and responsibilities:**

- Maintains up to date knowledge of events relating to governance issues in general and in particular as they affect the thematic mandates for which the governance Unit is responsible.
- Represents the Governance Unit at internal and external meetings as and when advised by supervisor.
- Supports the design and implementation of substantive research projects on local governance.
- Liaises and works closely with government partners, other international organizations and donors (e.g. governments, research institutes, academia, etc.) to pursue and ensure implementation on policy guidelines, new models of governance, etc
- Supports preparation of a variety of studies, reports, background papers, parliamentary documentation, etc. on a wide range of governance, social development and related issues and encapsulates relevant issues for the region.
- Under the advice of direct supervisor, provides technical assistance to the Government and other bodies in the formulation and implementation of policies and programmes.
- Monitors, backstops and assesses the implementation of technical cooperation programmes and projects that may be directly or indirectly relevant to strengthening of local governance at the provincial and district levels.
- Conducts governance analyses that provide a basis for advising the national Government on governance issues

- Keeps abreast of latest trends and developments in the area of assignment and provides input on issues to senior officials and colleagues in the mission.
- Monitors national and local governance issues and provides advice to the mission.
- Provides technical and substantive back up in the implementation of mandate of the unit.
- Maintains contacts with other sectors of the UN, other international organizations and government on coordination and policy matters.
- Monitors action taken by intergovernmental groups, UN organizations, government and non-governmental organizations.
- Participates in fact finding and other missions at the sub national level.
- Interprets from English into Pashto/Dari and vice-versa during meetings
- Translates documents from English into Pashto/Dari whenever necessary.
- Manages the archive of the Governance unit.
- Performs any other duties as required and under supervision and advice of the supervisor.

### **Competencies:**

**Professionalism:** Ability to conduct independent research and analysis, identify issues, and recommend solutions; proven analytical skills; good judgment. Technical knowledge in areas related to governance.

**Planning & Organizing:** Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.

**Client Orientation:** Ability to identify client's needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to generate and communicate organizational direction as well as introduce and emphasize UN policies into the dialogue (e.g. gender mainstreaming, human rights, etc.).

**Technology Awareness:** Solid computer skills, including proficiency in word processing, spreadsheet applications, and relevant software packages.

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

**Team Work:** Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

### **Qualifications:**

**Education:** University Degree, preferably in Development, International Relations, International Economics, Law, Public Administration, Social Sciences or other related field;

**Experience:** At least 5 years progressively responsible work experience in areas closely related to public administration, development, or economics; knowledge of governance issues

**Language:** Excellent English, Pashto and Dari language skills (written and oral) are essential.

**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 University Degree
- 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 Mazar Regional Office**

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

**[unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)**