

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 295/08/2009

Title:	National Political Affairs Officer
Number of posts:	One
Type of contract:	Fixed Term Appointment
Category:	National Professional Officer (NPO)
Level:	NO-B
Duty station:	Panjshir
Unit/Section:	Political Affairs
Issuing date:	11 August 2009
Closing date:	10 September 2009

Under the overall supervision of the HoO and direct supervision of Political Affairs Officer, the incumbent will performs the following duties:

Duties and Responsibilities:

- Gather, select and analyze information contained in communication and publications received from different sources, including the press;
- Maintain up to date knowledge of events relating to political issues in general, and in particular areas of responsibility as well as thematic mandates;
- Keep abreast of latest trends and developments in the area of assignment and provides input on issues to senior officials and colleagues in the mission;
- Monitor national, provincial and district level political developments and provides advice to the mission;
- Maintain contacts with political, military and civil society leaders in areas of responsibility;
- Provide technical and substantive back up in the implementation of mandates of the office, branch or unit;
- Maintain contacts with other sectors of the UN, international and national organizations and government departments on coordination and policy matters;
- Monitor action taken by intergovernmental groups, UN organizations, government and non governmental organizations;
- Participate in regular fact-finding and other missions within assigned area of responsibilities;
- Monitor the situation of political developments in accordance with the priorities established by the mission;
- Draft reports on political developments, including summaries for the weekly report; draft analyses of the major political issues in areas of responsibility;
- Interpret from English into Pashto/Dari and vice-versa during meetings. Translate documents from English into Pashto/Dari whenever necessary;
- Manage the archive of political developments in the area of responsibility;
- Perform any other duties as required.

Competencies:

Vision: Ability to identify problems, i.e., political, ethnic, social, economic, etc., affecting peace and stability; **Planning & Organizing:** Ability to manage and plan own work and meet deadlines; **Client Orientation:** Ability to develop contacts and foster collaboration with other organizations in order to acquire timely information on current initiatives; **Communication:** Good oral communication skills and proven drafting ability; **Respect for Diversity:** Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity.

Qualifications:

Education: University Degree , preferably in Political Science, 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 political science, international relations or law; knowledge of the Afghan political environment in particular Panjshir region, and Afghan law

Language: Excellent command on English, Dari & Pashto Languages (written and oral);

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
- & 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