

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001380--Political Affairs Assistant (Parliament)

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Afghanistan
Host Institute	UN Mission in Afghanistan
Volunteer Category	National Youth
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Kabul [AFG]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Assignment is non family

Living Conditions

Assignment Details

Assignment Title Political Affairs Assistant (Parliament)

Organizational Context & Project Description

The UN Volunteer will be conducting outreach to the younger members of the newly elected Afghan

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parliament and employees of government ministries. The purpose of this outreach will be for UNAMA to better engage with the young parliamentarians and government employees, for information exchange and networking. As necessary, the UN Volunteer will also liaise with UN agencies for background briefings of young parliamentarians and government employees.

The UNAMA Political Affairs Services consists of several units covering elections, parliament, security, regional affairs and domestic politics. The UN Volunteer will be placed in the Domestic Politics unit but will also closely liaise with the Parliament and Elections portfolios.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Political Affairs Officer (Domestic Politics), the National Youth UN Volunteer will undertake the following tasks:

Political Analysis, Advice and Outreach

- Develop and maintain active and constructive working relations and liaison at the appropriate level young newly elected Wolesi Jirga (parliament) members as well as young government officials and governance-focused civil society institutions;
- Conduct mapping of the target group, focusing on challenges and opportunities of their ranks, to establish networks of support and to identify information sharing opportunities;
- Contribute to the overall understanding of political dynamics for newcomers in the parliament and analyse political relations between young parliamentarians and government employees, and established political networks;
- Collaborate with international and national staff to share information and to develop joint engagement plans;

Reporting and Information Management

- Prepare inputs, summary and analytical reports including, but not limited to, situation reports, briefing notes, code cables and thematic reports;
- Prepare contextual information materials, such as background notes, political profiles and databases of relevance to the assigned portfolio; and
- Manage information and maintain relevant databases to ensure accessibility and utility.

Planning, Coordination and Facilitation

- Develop and maintain collaborative relationships with UN Country Team counterparts, humanitarian actors, Government representatives, civil society actors, academic and research institutions, local communities and other partners on issues pertaining to areas of responsibility; and
- Support the organisation of meetings between PAS and pertinent local interlocutors on issues pertaining to areas of responsibility.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- A National Youth UN Volunteer has groomed to enhance her job prospect within UNAMA/UN AFPs;
 - As the result of the Project a wider selection of competent and confident National Female Candidates are available for job selection;
 - With an increase recruitment of National Females, UNAMA's gender ratio increases from its current 7% ratio;
 - The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
 - Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
 - A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
 - Contribute meaningfully to UNAMA PAS understanding of new political dynamics among young parliamentarians and government employees and to establish networks for information exchange.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development dur-ing the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Type of degree: Political Science, International Relations, Public Policy and Administration, Law and related areas

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Required experience 0 months

Experience Remark

Experience in outreach and civil society engagement activities, interest in Afghan political dynamics and experience in interacting with political actors. Experience in political analysis, research and report writing.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - Dari (Mandatory) , Level - Fluent
- AND - Pashto (Optional) , Level - Working Knowledge

Area of Expertise

- Political affairs and political reporting Mandatory

Area of Expertise Requirement

Basic Knowledge of the parliamentary system and political institutions in Afghanistan

Need Driving Licence No

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

Conditions of Service:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included) and final repatriation (if applicable).

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

Application Code AFGR001380-3988

Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

This is a national UN Youth assignment, therefore only nationals of Afghanistan between 20 – 29 years of



age are eligible to apply.

The vacancy is open for female candidate only. Please send your application and CV to recruitment.af@unv.org not later than 10 March 2019 mentioning the vacancy number and position title.

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.

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