

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001384--Political Affairs Assistant

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	10
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Kabul [AFG], Mazar-I-Sharif [AFG], Herat [AFG], Kandahar [AFG], Jalalabad [AFG], Bamyan [AFG], Kunduz [AFG], Gardez [AFG], Faizabad, Kabul (CRO)
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Assignment is non family

Living Conditions

Assignment Details

Assignment Title Political Affairs Assistant

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Organizational Context & Project Description

According to UN policy directives to achieve gender equity, and the UN system-wide goal established in 1994 to reach 50/50 parity at all levels and in all entities, the gender imbalance at UNAMA is staggering. The representation of female staff at UNAMA varies from 7% to 30%.

During the past 10 years, there has been ongoing concern about the gender imbalance at UNAMA. This was most recently expressed during the Senior Gender Dialogue meetings by the current SRSG. It was noted that additional measures are now required if the status quo is to change. Consequently, the SRSG asked the O/CMS to review the situation and identify creative ways to attract and retain qualified female national and international staff

UNAMA Gender balance project: Capacity building of female national candidates: Pursuant to UN Security Council Resolution 1325 (2000) and 7 subsequent resolutions together comprising the Women, Peace & Security (WPS) agenda, relevant UN policies promoting gender equality within the organization and a request from the SRSG to identify ways to address the current gender imbalances at UNAMA, we see the potential to pilot a National Youth UN Volunteer (NUNV) scheme targeting national women university graduates for 1-2 years to allow them to gain professional work experience in order to apply for regular posts. The use of National UN Volunteers in UNAMA can provide a framework for enhancing the opportunities for national women to advance through addressing the present Human Resources requirements of academic qualifications and lack of work related experience training that continue to have adverse effects women's access to employment in DPKO/DPA missions. Recruitment of national UNVs through the NUNV modality to work alongside UNAMA personnel will provide on-the-job training which will help to strengthen their technical and professional skills ensuring that young female Afghans enjoy equal access to employment opportunities and will meet experience requirements to apply as national staff in UNAMA.

Justification: In order to implement the political affairs division work plan, with special reference to SC Resolution 1325 of 2000 on Women, Peace and Security, female national UNV Political Affairs Assistants are required in the Political Affairs Division HQ in Kabul as well as in each of the field offices, in order to be able to address peace and reconciliation with the inclusion of different sectors of civil society, especially women and victims representatives in peace and reconciliation processes.

The lack of female staff impacts upon the Mission's ability to implement its mandate, particularly as it relates to the inclusion of women in peace processes (a key component of the mission mandate and the obligations of the UN Security Council in the Women, Peace and Security agenda). This position is specifically to provide support to engage women in peace processes, and to build capacity of staff to develop gender-sensitive and gender-responsive methods of work in important area of building an environment conducive to peace and stability.

The lack of female national staff in political affairs teams in the field offices limits the Political Affairs Division from implementing its mandate to support women groups and gender equality. The majority of

the country is conservative and male-dominant where women have less engagement in social and civic activities outside their homes. The majority of the political teams in the field have no national female staff. Recruiting a female NUNV to each political team in the field and providing her on-hands-training will support greater engagement, capacity development and advocacy support with women groups for women empowerment.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the overall and direct supervision of an international Political Affairs Officer in each region, the NUNV Political Affairs Officer will be provided with on-the-job training in order to support the Political Affairs in areas of:

- Gathering, selecting and analysing information from diverse sources, including publications and the media, with special attention to the representation of all segments of society including vulnerable categories like minorities and women;
- Supporting the monitoring of national, provincial and district level political developments and keep abreast of latest trends and developments in the area of assignment in accordance with the priorities established by the mission;
- Assisting in maintaining up to date knowledge of events relating to political issues in general, and in particular areas of responsibility as well as thematic mandates;
- Assisting in the development and maintaining of profiles/maps database for the political section, including: provincial and district profiles, tribal profiles, background of important personalities, and other directories, profiles, maps as requested;
- Assisting in the maintaining contacts with regional/local civil and government officials/structures; community leaders; political parties and civil society representatives in areas of responsibility;
- Assisting in preparing summaries of articles from a wide variety of sources and provide inputs to reports;
- Supporting the Office's provision of good offices in line with the mandate;
- Interpret from English into Pashto/Dari and vice-versa during meetings; Translate documents from English into Pashto/Dari whenever necessary;
- Providing support to visiting teams/missions as required;

- Participating in periodic field missions in order to update the overall political situation;
- Providing administrative and logistical support to officers in the Political Affairs Division; including arrangements for meetings, preparing documents etc.
- Supporting field trips including preparation of road mission requests and arrange for security clearances
- Creating and maintaining administrative files and official records including records of incoming and outgoing correspondence

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
 - The National UNV Political Affairs Assistant, through practical on hands training will provide necessary high –quality efficient, timely and responsive support rendered to the Political Affairs Division;
 - The National UNV Political Affairs Assistant will have gained practical skills in the area of Political Affairs addressing the present Human Resources requirements of academic qualifications and lack of work related experience training that continue to have adverse effects women's access to employment in DPKO/DPA missions
 - 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.
- 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 during 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

First Level degree or equivalent; post-secondary training in political affairs, law, humanities or related area.

Required experience 0 months

Experience Remark

Relevant experience in areas linked to political affairs, governance and development issues is desirable.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - Dari (Mandatory) , Level - Fluent
- AND - Pashto (Mandatory) , Level - Fluent

Area of Expertise

- Development programme management Mandatory
- Political affairs and political reporting Optional

Area of Expertise Requirement

Previous experience in political affairs, governance and development issues is desirable

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

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

Conditions of Service:

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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 AFGR001384-3984

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 candidates only. Please mention your preferred duty station, vacancy number and position title and send your application and CV to recruitment.af@unv.org not later than 10 March 2019.

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.