

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001386--Judicial 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

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

## Assignment Details

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Assignment Title                                      Judicial Affairs Assistant

### Organizational Context & Project Description

The UN Volunteer would contribute to the work of UNAMA's Rule of Law (ROL) Section, with a focus on anti-corruption reforms. The UNV is expected to support the Section's Judicial Affairs Officer (JAO) (P-3) covering UNAMA's anti-corruption programme of work, in drafting the Anti-Corruption report by undertaking related small research projects required for individual chapters of the Report, help in

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undertaking assigned analysis and assisting with fact-checking and data collection. The UNV would also assist the Section in the dissemination of the 2019/20 Anti-Corruption Report, including by identifying and developing small-scale outreach projects in cooperation with field offices. An important component of this will be incorporating women's perspectives into the Section's monitoring and analysis work on anti-corruption issues, including through specific outreach to female counterparts working in the justice and civil society sector. In addition to outreach in the provinces, the UNV would disseminate findings of the Anti-Corruption Report with civil society in Kabul. The UNV will also assist the JAO in monitoring anti-corruption reforms, and the Section Chief in coordinating donor and stakeholder activities on anti-corruption reforms. This includes contributing to the review and comment on national anti-corruption laws and policies, and in identifying and engaging in activities to deepen cooperation with the UNDP and UNODC, including the promotion of anti-corruption day.

UNAMA's ROL Section focuses on anti-corruption work as part of its legal and policy advice to Afghan institutions. Its activities focus on convening and coordinating donor advice on anti-corruption, monitoring anti-corruption reforms, analysing laws and policies related to corruption, and drafting the Mission's annual anti-corruption report. The Section is embedded in the Development Pillar and works in close cooperation with United Nations Country Team partners working on ROL, particularly UNDP and UNODC.

## **Sustainable Development Goals 16. Peace, Justice and Strong Institutions**

### **Task description**

Under the direct supervision of the Judicial Affairs Officer, the National Youth UN Volunteer will undertake the following tasks:

#### **Development and reform related Analysis and Advice:**

- Monitor and conduct analysis and basic research on anti-corruption efforts, under the guidance of the JAO.
- Suggest modes of dissemination of results of UNAMA's Anti-Corruption Report and tailor content to Afghan citizens countrywide.

#### **Reporting and Information Management**

- Carrying out research, prepare inputs, case summaries and analysis reports for the designated sections of the Anti-Corruption report.
- Prepare contextual information materials, such as background notes, profiles and databases of relevance to anti-corruption reform.
- Manage information and maintain relevant databases to ensure accessibility and utility.

#### **Planning, Coordination and Facilitation**

- Support UNAMA's donor coordination efforts in anti-corruption by assisting anti-corruption donor meetings, including support in preparing agendas, briefing speakers etc.

- Ensure the gender mainstreaming of ROL's work on anti-corruption and justice sector reform, including by conducting specific outreach to female interlocutors.
- Collaborate with international and national staff throughout the UNCT to share information and facilitate meetings with interlocutors upon request.

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 Agencies, Funds and Programmes;
  - 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 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.
  - UNAMA broadens its outreach to local interlocutors, especially youth, women, and marginalized groups of UNAMA's Anti-Corruption Report findings.
- 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

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**Required Degree Level** Bachelor degree or equivalent

**Education - Additional Comments**

**Type of degree:** Political or Social Science, Public Administration, Law and related areas

**Required experience** 0 months

**Experience Remark**

- Required: Understanding of Afghanistan's legal framework and major anti-corruption reform issues; experience in preparing analytical documents; experience engaging with government and non-government interlocutors (e.g. security and civilian officials, women's and youth groups, etc).
- Desirable: Professional experience working on anti-corruption, security and/or justice sector reform, or related issues in an Afghan context.

**Language Skills**

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

**Area of Expertise**

- Rule of law, judicial and national legal system reform Mandatory

**Area of Expertise Requirement**

**Basic knowledge of legal system and anti-corruption reform trends in Afghanistan**

**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](#)

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### 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** AFGR001386-4009

**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](mailto: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.