



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	40/12/2016
Post Title	Assistant Gender Affairs Officer
Level	NO-A (Fixed-Term)
Organizational Unit	Human Rights Unit
Location	Kabul HQ
Number of post	01
Issuing Date	08/12/2016
Closing Date	06/01/2017

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

DUTIES AND RESPONSIBILITIES

The Assistant Gender Affairs Officer will report directly to the team leader of EVAW/Gender Equality team, and will have the following duties and responsibilities:

- Assist the team leader and the team in implementing the Mission mandate on women's rights and Women Peace and Security (UN Security Council Resolution 1325 and seven subsequent resolutions). It entails the provision of technical assistance to relevant national institutions, monitor developments which impact the situation of women in the country; conduct advocacy for the protection of women's rights, conduct public awareness raising activities on harmful traditional practices (HTP).
- Assist the delivery of gender trainings for internal and external interlocutors on gender-related issues
- Assist with the preparation and submission of timely reporting and documentation on gender. In particular, support consolidating and analyzing data on gender programmes and recent developments on gender equality (e.g., legislative and policy reforms).
- Assist the team with mainstreaming gender across the mission. In particular, contribute to the development and implementation of gender trainings for designated groups of staff, and develop tools and methodologies to assist Mission staff in carrying out their functions relevant to gender mainstreaming and integration of Women Peace and Security agenda.
- Assist in the development of talking points, speeches and other written materials on gender.
- Build strategic networks within the UN Country Team, civil society, parliament and relevant line ministries to gather timely information on women's rights issues and to develop joint programmes and advocacy.
- Represent the EVAW/Gender Equality team in various internal and external fora and present the team's views and positions on various issues. Take notes at meetings, maintain records and provide briefings and talking points upon request. Provide interpretation and translation services to international staff when needed.
- Carryout any other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education: An advanced university degree (Master's degree or equivalent) OR first-level university degree (Bachelor degree or equivalent) in sociology, economics, political

science, other social science or related field.

Work Experience: Relevant years of work experience is not required for applicants with a relevant Master's degree to the position advertised. However, applicants with a Bachelor's degree must have a minimum of 1 year of progressively responsible experience in human rights, social work, legal affairs or a closely related field is required. Experience acquired in developing and/or implementing projects for communities at risk or population in vulnerable situation is required.

The following can be an advantage: Experience working with national and/or international human rights standards, instruments and mechanisms. Previous experience in human rights monitoring and reporting and on/or in building capacity for the promotion and protection of human rights. Previous experience in project management is desirable. Experience in facilitating training, participating in education or information campaigns. Previous experience in assisting victims of human rights violations.

Languages: Fluency in written and oral English and Pashtu/Dari is required.

Special measure:

The minimum work experience for NO-A with a relevant Bachelor degree is reduced to 1 year, instead of the standard minimum requirement work experience of 2 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, until 31 May 2017, reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions.

The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behaviour.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; does not discriminate against any individual or group.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

APPLICATIONS

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_substantive@un.org

Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.

For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.

Applicants should indicate VA Number and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.

Please note that any information provided on the P.11 form will be considered binding.

The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.