



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

<b>Vacancy No.</b>	<b>20/05/2019</b>
<b>Post Title</b>	<b>Assistant Human Rights Officer</b>
<b>Level</b>	<b>NOA</b>
<b>Organizational Unit</b>	<b>Human Rights Service</b>
<b>Location</b>	<b>Maimana Field Office</b>
<b>Number of posts</b>	<b>01</b>
<b>Issuing Date</b>	<b>29/05/2019</b>
<b>Closing Date</b>	<b>12/06/2019</b>

**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**

Under the overall supervision and technical guidance of the Human Rights Team Leader – Northern Region Office, the Assistant Human Rights Officer will perform the following duties and functions:

- Assists in researching, collecting, verifying, analyzing and synthesizing significant amounts of information, including from open sources, of relevance to human rights in the designated mission area;
- In consultation with the Human Rights Officer, assists in liaising with appropriate local and national authorities, civil society, UN Agencies, Funds and Programmes with complementary mandates, and other relevant partners to monitor developments in the human rights situation;
- Assists in the development of initiatives to strengthen the response to systematic and/or emerging patterns of human rights violations and abuses;
- Assists in the investigation process of international human rights and humanitarian law violations;
- Attends meetings, including with local authorities, the Afghanistan Independent Human Rights Commission, civil society and human rights actors, and raises awareness about human rights issues and concerns including, *inter alia*, protection of civilians, violence against women, and children in armed conflict.
- Provides inputs to variety of reports, briefings and other types of communications relating to human rights matters in compliance with established standards;
- Participates in the formulation of meaningful recommendations and strategies to better promote and protect human rights in the mission area, particularly the elimination of violence and traditional harmful practices against women and girls;
- Participates in the mainstreaming of human rights in the formulation and implementation of the UN peace mission and UN agency activities at country and local levels;
- Interacts with other UN peace operation components/sections, to integrate human rights considerations in their respective activities;
- Organizes and supports human rights capacity building efforts for civil society and State authorities on women's rights and elimination of violence against women, including for aligning legislative and rule of law reforms with international human rights norms and for the State to meet international human rights law obligations;
- Designs, organizes, delivers and evaluates human rights training and awareness programmes for national officials, civil society representatives, human rights non-governmental organizations (NGOs) and other national stakeholders in order

to build national capacities on human rights compliance and accountability;

- Verifies and ensures the timely entry of cases of human rights violations into a database in compliance with established standards;
- Contributes to the integration of gender perspectives/considerations and specific women's/girls' rights issues in all activities, and to the equal participation of women and men in all areas of work;
- Integrates UN developed methodology in the human rights monitoring, reporting and investigation activities, with a specific focus on protection of civilians, violence against women and girls, and children in armed conflict;
- Provides support and assistance to justice sector actors in establishing and holding regular Technical Coordination Meetings;
- Performs other related duties as required.

#### **QUALIFICATIONS AND EXPERIENCE**

**Education:** An advanced university degree (Master's degree or equivalent) OR first-level university degree (Bachelor's degree or equivalent) in law, political science, international relations, social sciences, humanities, community development or in a related area.

**Work Experience:** Relevant years of work experience are not required for applicants with a relevant Master's degree to the position advertised. However, for applicants with a relevant Bachelor's degree a minimum of one (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 may be required: Experience working with national and/or international human rights standards, instruments and mechanisms. Experience in human rights monitoring and reporting. Experience in building capacity for the promotion and protection of human rights. Experience in facilitating training, participating in education, awareness-raising or information campaigns. Experience in assisting victims of human rights violations. Experience in project management is desirable.

**Languages:** Fluency in English and Pashtoo or Dari languages are required.

**Special Measure:** The minimum work experience for NO-A with a relevant Bachelor's degree is reduced to One (1) year, instead of the standard minimum requirement for work experience of Two (2) years. The special measure approved by the Office of Human Resources Management (OHRM)/UNHQ, is further extended until 31 May 2019, 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for

team shortcomings.

**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.

**Accountability:** Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## **APPLICATIONS**

- **Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**
- 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\\_mazar@un.org](mailto:unamava_mazar@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 as VA#20/05/2019 in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number 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.