



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

<b>Vacancy No.</b>	<b>04/02/2020</b>
<b>Post Title</b>	<b>Assistant Political Affairs Officer</b>
<b>Level</b>	<b>NO-A (Fixed-term)</b>
<b>Organizational Unit</b>	<b>Office of the Chief of Staff</b>
<b>Location</b>	<b>Mazar Field Office</b>
<b>Number of posts</b>	<b>01</b>
<b>Issuing Date</b>	<b>02/02/2020</b>
<b>Closing Date</b>	<b>16/02/2020</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 supervision of the Political Affairs Team Leader and within delegated authority, the Assistant Political Affairs Officer will be responsible for the following duties:

- Receives and analyzes information contained in communications and publications from different sources, including the press; maintains up-to-date knowledge of events relating to political issues in a specified area or subject matter.
- Assists senior officers with preparing drafts, briefing notes, background papers and talking points.
- Prepares summaries of articles from a wide variety of sources and drafts a variety of correspondence, and sections of reports.
- Monitors political, socio-economic, and other politically relevant developments in an assigned area.
- Provides input into political, humanitarian and economic efforts and programmes, including political and media outreach plans and local peace initiatives (LPI).
- Creates databases that track project progress and provides other information relevant to assigned area.
- Performs other related duties as required by the Head of the Field Office and the Political Affairs Team Leader.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** An advanced university degree (Master's degree or equivalent) OR first-level university degree (Bachelor's degree or equivalent) in Political Science, Management or Development, or a related field. Professional training in the areas of planning, monitoring and evaluation, facilitation and/or coordination is an asset.

**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 political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required.

**Languages:** Fluency in written and oral English and Dari are required. Good knowledge of Pashtu would be an advantage.

**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 required work experience of two (2) years, subject to approval of the special measure. 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 behavior.

**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 behaviors 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 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.**
- **Please copy past the VA#04/02/2020 on the subject line of your e-mail.**
- **Applicants should indicate VA Number as VA#04/02/2020 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.