



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

Vacancy No.	55/12/2017
Post Title	Assistant Programme Management Officer
Level	NO-A (Fixed-Term)
Organizational Unit	Donor Coordination Section
Location	Kabul HQ
Number of post	01
Issuing Date	13/12/2017
Closing Date	27/12/2017

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

Within delegated authority, the Assistant Programme Management Officer will be responsible for the following duties:

- Supports and engages in the development and monitoring of Government reform and development agenda in line with international conference commitments and with attention to issues of peace and development; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of programmes, operations and other activities, etc. political, social and economic issues, which normally includes collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging development issues and trends, participation in impact evaluation or equivalent studies, etc.
- Builds and maintains extensive network of Government, civil society, private sector, international development partner (including UN Country Team), and other stakeholder contacts and directly supports the work of coordination bodies and working groups comprising such stakeholders, particularly as regards advocacy strategies and engagement with national stakeholders.
- Participates in survey initiatives; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and limited substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc. Participates in and makes presentations on assigned topics/activities.
- Participates in providing substantive and administrative support, data collection, etc.
- Works with clients to assist in the development, implementation and evaluation

of assigned programmes/projects, etc.; monitors and analyzes assigned aspects of programme/project development and implementation

- Performs consulting assignments, in collaboration with the client, by planning and facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage change.
- Assists in coordination of activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports pledging, work programme, programme budget, etc.).
- Performs other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: An advanced university degree (Master's degree or equivalent) OR first-level university degree (Bachelor degree or equivalent) in Political Science, Management, development, economics or related field is required.

Professional training in the area of planning, monitoring and evaluation, facilitation and/or coordination is an asset.

Work Experience: Relevant years of work experience is not required for applicants with a relevant Master's degree to the position advertised. However, for applicants with a relevant Bachelor degree a minimum of one (1) year of progressively responsible professional experience in programme management, administration or related area is required.

Languages: Fluency in written and oral English and Dari/Pashtu 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 is extended until 31 May 2018 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.