



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

Vacancy No.	23/02/2016
Post Title	Assistant Rule of Law Officer
Level	NO-A (Fixed-term)
Organizational Unit	Rule of Law Unit
Location	Herat Field Office
Number of post	01
Issuing Date	28/02/2016
Closing Date	13/03/2016

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 direct supervision of the Rule of Law Field Office Team Leader and the overall supervision of the Head of Office, the incumbent will perform the following duties:

- Identifies, establishes and maintains contact and interaction with interlocutors in the government, civil society, donors, NGOs and other stakeholders on justice sector development;
- Provides coordination, evaluation and analysis in the development of key components of the approved programme, including the overall strategy and policy framework related to the rule of law and the development/reform of the legal and judicial systems;
- Assist in the assigned areas of responsibility with a view to pursuing work programme objectives and ensuring participation in and effective integration of ideas in the planning and implementation of judicial affairs activities;
- Provides policy and operational support to the Unit, assists in programme related activities at the national level;
- Provides innovative technical support and assistance to local commissions and other stakeholders within the international community in the country to ensure cohesive and coordinated programme delivery;
- Contributes to the rule of law strategic plan and policymaking framework in the context of the missions mandate and assist in the day-to-day coordination of key activities with relevant mission components (e.g. corrections, human rights, political affairs, policy, gender, child protection, etc.), UN agencies and other international and national partners;
- Assists in conducting programme activities in the areas of concentration (e.g. gender justice, juvenile justice etc.) to include advising, mentoring national counterparts, facilitating and organizing workshops and consultations, supporting national criminal justice system organization, and monitoring of the court and legal systems;
- Advises and prepares complex legal research and analysis, including outputs such as work unit reports and assessments, policy documents and guidelines, briefings etc.;
- Participates in legislative reviews and drafts commentaries and other relevant documents;
- Represents the mission and serves on various standing boards and committees

when required;

- Supports and participates in national level coordination, planning and/or reform processes and donor coordination, to include supporting the completion of major reviews of the justice sector and the development of the long-term strategic plans;
- Provides training to junior staff under his/her supervision;
- Ensures effective knowledge management and information sharing, including developing a culture of respect for, and inclusion of, local actors in all judicial and legal system initiatives;
- Performs programmatic and administrative tasks necessary for the functioning of the work unit, including contributing to the preparation of budgets, reporting on performance and results, managing and evaluating staff performance, job interviewing and evaluation of candidates;
- Performs other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: An advanced university degree (Master's degree or equivalent) in law or related area is required. A first -level university degree in combination of two years qualifying legal experience may be accepted in lieu of Advanced university degree.

Work Experience: A minimum of two (2) years of progressively professional and relevant work experience practicing law is required. Experience legally representing businesses, litigating government cases, especially on land, or appearing in civil or criminal courts is highly desirable. An educational background and/or work experience in commercial law in Afghanistan or the region, Sharia law, land and water law, as well as practical work experience in these fields in Afghanistan or the region is highly desirable. Experience in implementing law reforms and overseeing the implementation of national policies and plans in rule of law and security matters is desirable. Experience as a practicing lawyer, prosecutor, judge, legal academic, legal consultant, or advisor in the field of justice is preferable. Experience providing technical assistance for the development or reform of legal and judicial institutions in a transitional, developmental or post-conflict setting is desirable. Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds, and programmes) – or similar international organization or non-governmental organization – in a conflict or post-conflict setting is desirable.

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

UN CORE VALUES AND COMPETENCIES

Professionalism: Provides independent, accurate and comprehensive research on diverse issues. Provides timely submission of assigned outputs, including carefully conceived, well written reports, recommendations and other written products. Effectively interacts with diverse groups involved in judicial affairs and related activities being performed. Shows pride in work and achievements. Demonstrates professional competence and mastery of the subject. 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.

Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of work.

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_herat@un.org

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.

Qualified female candidates are encouraged to apply

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

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.