



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

Vacancy No.	61/07/2022
Post Title	Associate Political Affairs Officer
Level	NO-B (Fixed-Term Appointment)
Organizational Unit	Political Affairs Service
Location	Kabul HQ
Number of posts	01
Issuing Date	31/07/2022
Closing Date	14/08/2022
Duration	One (1) Year

Qualified female candidates are highly encouraged to apply

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Associate Political Affairs Officer will be responsible for the following duties:

- Gathers, selects, and analyses information based on engagement with interlocutors, communications and publications received from different sources, including the press.
- Maintains up-to-date knowledge of events relating to political issues, in general, and in particular as they affect the UNAMA's Political Affairs Service – related portfolios.
- Keeps abreast of latest trends and developments in the area of assignment and provides inputs on issues to senior officials and colleagues in the field mission and elsewhere in UNAMA when required.
- Monitors national and regional level political developments and provides advice to field mission/UN agencies active on the ground.
- Maintains contacts with other local sectors of the UN family, international organizations and governments on coordination and policy matter.
- Monitors actions taken by intergovernmental groups, UN organizations, government, and non-governmental organizations.
- Selects, classifies, and stores in computerized databases information relating to potential disputes and conflicts involving assigned countries or region.
- Participates in fact-finding and other missions to areas of responsibility.
- Prepares meetings of Head of Office, Political Affairs Service and senior officials with interlocutors with officials from the host country.
- Performs other related duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree (Master's degree or equivalent) in Political Science, international relations, management, development or related field is required. A first level university degree (bachelor's degree or equivalent) with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

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

Work Experience: A minimum of two (2) years of progressively responsible professional experience in political science, international relation, law, disarmament, security, development management, conflict resolution, or related area is required with a relevant Master's degree OR a minimum of four (4) years of progressively responsible professional experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required with a relevant bachelor's degree.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Dari/Pashto is required.

Special measure: The minimum work experience for NO-B with a relevant master's degree is reduced to one (1) year, instead of the standard minimum required work experience of two (2) years; and it is reduced to two (2) years, instead of the standard minimum required work experience of four (4) years with a relevant bachelor's degree. The special measure is extended until 31 December 2022 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.

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.

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 its own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

APPLICATIONS

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

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

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#61/07/2022** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#61/07/2022**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- 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 four (4) to six (6) weeks from the deadline indicated on the VA.

Required documents to be submitted along with the signed and completed UN P.11:

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of 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.

No fee:

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information in applicants bank account.

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.

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.