



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

Vacancy No.	63/12/2017
Post Title	Associate Political Affairs Officer
Level	NO-B (Fixed-Term)
Organizational Unit	Political Affairs Division
Location	Kabul Field Office
Number of post	01
Issuing Date	17/12/2017
Closing Date	31/12/2017

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 Associate Political Affairs Officer will be responsible for the following duties:

- Gathers, selects and analyses information contained in communications and publications received from different sources, including the press.
- Maintains up-to-date knowledge of events relating to political and governance issues in the Central Region, in general, and in particular as they affect thematic mandate's for which the staff member is responsible.
- 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 when required.
- Monitors national level political developments and provides advice to field mission/UN agencies active on the ground.
- Maintains contacts with government officials, civil society organizations and community representatives as well as other sectors of the UN, other international organizations and governments on coordination and policy matters.
- 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 in the Central region.
- Prepares meetings of the Head of Office with officials from the host country.
- Leads/supports the drafting and implementation of UNAMA-facilitated dialogues with local communities to address local drivers of instability in the Central Region.
- 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 degree or equivalent) in Political Science, Management, development or related field.

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

Work Experience: A minimum of one (1) year of progressively responsible professional experience in political science, international relation, law, disarmament, security, development management, conflict resolution or related area is required with a Master's degree OR 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 Bachelor's degree.

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

Special measure:

The minimum work experience for NO-B with a relevant Master degree is reduced to 1 year, instead of the standard minimum requirement work experience of 2 years and with a relevant Bachelor degree is reduced to 2 years, instead of the standard minimum requirement work experience of 4 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 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.

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.

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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

MANAGERIAL COMPETENCIES

Leadership: Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing

mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands.

Judgment/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

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.