



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

Vacancy No.	18/05/2019
Post Title	Human Rights Assistant
Level	GL-5 (Fixed-term)
Organizational Unit	Human Rights Service
Location	Multiple Duty Stations (Mazar-e-Sharif, Badakshan, Kandahar and Herat Field Offices)
Number of posts	04
Issuing Date	16/05/2019
Closing Date	30/05/2019

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

The Human Rights Assistant usually reports to the Human Rights Officer and is responsible for the following duties:

Monitoring & Reporting

- Assists in monitoring the human rights situation, which includes the planning of monitoring activities and where to visit, logistical organization of monitoring activities, conducting monitoring activities and reporting on such activities;
- Assists in the follow-up of reported incidents pertaining to protection of civilians, children in armed conflict, the elimination of violence against women and girls, and detained persons; this includes visits to detention facilities, courts, hospitals, police stations, DoWAs, prosecutors, non-governmental organizations, civil society organizations, ulemas, traditional leaders, community leaders, etc. as required;
- Ensures the timely documentation of human rights violation cases in prescribed databases;
- Makes suggestions for referral of cases to specialized services;
- Monitors local and national media, including social media, and draws the attention of the Team Leader to information that may be relevant to the work of the Human Rights Service;

Advocacy, Capacity-Building & Awareness-Raising

- Conducts advocacy with a wide range of stakeholders including through dissemination of OHCHR/UNAMA human rights public reports, sharing of findings and advocacy for the implementation of recommendations in the reports;
- Plans, logistically organizes, conducts and drafts both narrative and financial reports on human rights capacity-building and awareness-raising activities with and for State and non-state actors based on quarterly projects funded by OHCHR/UNAMA, including trainings, workshops, outreach, international observance days and campaigns, and other forms of capacity-building and awareness-raising events, as well as through the use of radio, television and other means for reaching a wider target audience;
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Stakeholder Relations

- Attends a variety of meetings, including with civil society, local authorities and human rights actors, and maintains such contacts and network;
- Establishes, supports and maintains contact and networks with civil society actors including NGOs, local community and tribal elders/leaders, religious leaders, teachers, shura council members, etc;
- Assists in strengthening partnerships and joint programming with the AIHRC;
- Assists in the mapping of information on human-rights activities including, *inter alia*, by local authorities, institutions, civil society organizations, local human rights actors including defenders, as well as sources of human rights information, for the purpose of verifying human rights violations and/or abuse incidents, monitoring protection risks, linking-up with referral services for victims and witnesses of human rights violations and/or abuses, etc.;

Knowledge Management

- Ensures the filing of non-case-related human rights information in prescribed share drives, for Team information-sharing and information security purposes;
- Assists in drafting incident and daily reports, and contributes to the preparation of briefing notes and any other requested information packages for internal and/or external use by the Human Rights Service, as requested;
- Drafts and reviews project proposals on human rights activities before submission for approval, for completeness and compliance with UN rules and regulations;
- Keeps abreast of UN-developed policies, including those related to human rights work, and participates in human rights trainings;
- Provides language services, as required;
- Performs other related duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent. Training in human rights/social work related is desirable. Trainings on communication, project monitoring, logistical, budgetary & administrative issues an asset. Amongst skills/knowledge: Sensitivity to the political, social and cultural environment and ability to adjust behaviors accordingly; Awareness of population diversity and of its needs, including of those in vulnerable situations; Some knowledge of domestic legal system Good understanding of functioning of national institutions; Some knowledge of fundamental human rights principles; Awareness of mission mandate; Ability to .gather, verify, evaluate information from a variety of sources; Ability to identify new and better approaches to work processes & to incorporate them in daily work: committed to gender equality.

Work Experience: A minimum of four (4) years of experience in social work, as legal/paralegal or a field closely related to human rights, e.g. supporting community development or humanitarian assistance or the provision of legal aid/advice; experience working with communities or victims; providing administrative/logistical support. Experience that may be required/desirable: experience in developing and/or implementing projects for communities at risk or population in vulnerable situations; experience working with national/international, legal/human rights standards; experience in human rights monitoring & reporting; experience in providing training or participating in information or awareness-raising campaigns; experience in project management:

experience assisting individuals at risk; experience working with NGOs, civil society organizations or as a civil servant.

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

Special measure:

The minimum work experience for GL-5 is reduced to 4 years, instead of the standard minimum requirement work experience of 5 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ is further extended until 31 May 2019 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 behaviors; 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.

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.

Technological Awareness: Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

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 as VA#18/05/2019 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.