



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

Vacancy No.	53/11/2018
Post Title	Human Rights Assistant
Level	GL-5 (Fixed-Term)
Organizational Unit	Human Rights Service
Location	Multiple Duty Station (Herat, Bamyan and Mazar Field Office)
Number of posts	03
Issuing Date	27/11/2018
Closing Date	03/12/2018

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:

- Assists the supervisor in the planning of monitoring, investigation and capacity building, including by suggesting most appropriate interlocutors, contributing to initial assessments, taking part of human rights promotional activities, assisting in the development of monitoring questionnaires and assessment surveys, amongst others;
- Assist when required in monitoring activities, including visits to detention facilities, courts, hospitals as required, as thus, is ready to deploy as required;
- Receives and documents complaints on alleged human rights violations;
- Assists in filing the human rights information, including case-related in a relevant, safe and accurate manner, and contributes to team information-sharing systems, and handling of case files;
- Assists in drafting incident and daily reports and contributes to preparation of briefings and other communication materials
- Attends a variety of meetings, including with civil society, local authorities and human rights actors;
- Assists in the logistical organization of all type of human rights activities;
- Assists in the mapping of information for, human-rights activities including, inter alia, mapping of local authorities, civil society representatives and institutions, local human rights actors, including defenders as well as sources of human rights information, that shall serve for collecting and verifying human rights information, monitoring protection risks, creating referral services for victims and witnesses of human rights violations, etc.;
- Supports the development of contacts and networks with civil society actors including NGOs;
- Monitors local and national media, including social media, and draws attention of team leaders-to information that may be relevant to the work of the human rights component;
- Provides language services as required
- Makes suggestions for referral of cases to specialized services;
- Keeps abreast of UN developed policies, including those related to human rights work and takes part in human rights trainings;
- 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.

Work Experience: A minimum of four (04) 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; experience working with communities or victims; providing administrative/logistical support.

Experience that may be required/desirable: developing and/or implementing projects for communities at risk or population in vulnerable situations; working with national/international, legal/human rights standards; in human rights monitoring & reporting; providing training or participating in information or awareness raising campaigns; project management: assisting individuals at risk; working with NGOs civil society organizations or as a civil servant.

Amongst skills/knowledge: Sensitivity to the political, social and cultural environment and ability to adjust behaviours 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.

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

Special Measure: The minimum work experience for GL-5 is reduced to 4 years, instead of the standard minimum requirement of 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 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.

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_kabul@un.org

- **Required documents for 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 **Classification-VA#53/11/2018** 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.