



United Nations Assistance Mission for Afghanistan (UNAMA)

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	19/03/2023
Post Title	Human Rights Assistant
Level	GL-5 (Temporary Appointment)
Organizational Unit	Human Rights Unit
Location	Bamyan, Gardez, Jalalabad, Kabul (3 Posts) - Multiple Duty Stations
Number of posts	06
Issuing Date	28/03/2023
Closing Date	04/04/2023
Duration	Up to 31 December 2023

Qualified female candidates are highly encouraged to apply

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

**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, and ready to deploy as required.
- Receives and documents complaints on alleged human rights violations.
- Assists in verifying and uploading human rights cases in established databases, 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.
- Makes suggestions for referral of cases to specialized services.
- 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.
- 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 is required. 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 five (5) 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.

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

#### 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.

**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.

#### 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](mailto:unamava_substantive@un.org)

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#19/03/2023** 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#19/03/2023**. 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 one (1) to two (2) 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.