



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

Vacancy No.	20/02/2016
Post Title	Judicial Affairs Assistant
Level	GL-5 (Fixed-term)
Organizational Unit	Rule of Law Unit
Location	Mazar Field Office
Number of post	01
Issuing Date	21/02/2016
Closing Date	06/03/2016

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

Under the direct supervision of the Rule of Law Field Office Team Leader and the overall supervision of the Head of Office, the incumbent will perform the following duties:

- Assists in the coordination, evaluation and analysis of key component(s) of the approved programme, including the overall strategy and policy framework related to the rule of law and the development/reform of the legal and judicial systems.
- Assists in liaising between national authorities and potential partners, including support in coordinating with donors and other stakeholders on justice sector programmes with the aim of achieving a coherent approach to reform and development.
- Ensures effective knowledge management and information sharing, including developing a culture of respect for, and inclusion of, local actors in all judicial and legal system initiatives.
- Provides support in implementing outreach programmes and other related activities.
- Prepares extensive research and analysis, including comparative legal, operational or procedural questions; prepares or assists in the preparation of a variety of written outputs.
- Prepares or assists in the preparation of administrative and policy outputs such as reports and assessments, policy documents and guidelines, and participates in legislative or policy reviews and drafts/reviews specialized commentaries and analyses.
- Performs programmatic and administrative tasks necessary for the functioning of work unit, including contributing to the preparation of substantive weekly and other periodic reports from the region.
- Fosters coordination and maintains close working relationships with relevant mission components (e.g. corrections, human rights, political affairs, policy, gender, child protection, etc.), UN agencies and other international and national partners.
- Translates technical legal documents from English to Dari and Pashto and vice versa
- Interprets from English to Dari and Pashto and vice versa at meetings and elsewhere as required

- Perform other related duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High School diploma is required.

Work Experience: A minimum of five (5) years of progressively responsible relevant experience in legal work or related area is required. Knowledge of Judicial/legal systems in the country or region concerned is an advantage.

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

UN CORE VALUES AND COMPETENCIES

Professionalism: Provides independent, accurate and comprehensive research on diverse issues. Takes action to identify issues/problems and develops creative approaches to problem resolution. Provides timely delivery of assigned outputs, including carefully conceived, well written reports, recommendations, and other written products. Effectively interacts with diverse groups involved in judicial affairs and related activities being performed.

Shows pride in work and achievements. Demonstrates professional competence and mastery of the subject. 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.

Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of work.

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.

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_mazar@un.org

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.**

Qualified female candidates are highly encouraged to apply

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

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.