

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

Tel: +1-212-963-2668

Fax: +1-212-963-2669

VACANCY ANNOUNCEMENT # 257/07/2009

Title:	National Program Officer
Number of posts:	One
Type of contract:	Fixed Term Appointment
Category:	National Professional Officer (NPO)
Grade:	NO-A
Duty station:	Kandahar
Unit/Section:	RRR
Issuing date:	14 July 2009
Closing date:	13 August 2009

Under overall supervision of Head of Office and direct supervision of Head of RRR/Program Unit, the incumbent is responsible for the following:

Duties and Responsibilities

- Provides general support to Regional Office in all aspects of assistance programming and coordination.
- Support the Senior RRR Officer in the formulation of strategic approaches to programming, coordination and implementation.
- As a member of a team actively support the coordination structure, Provincial Coordination Bodies (PCBs) and in the development and management of UNAMA Small Project; including specifically: 1) advising A/PCB members and individuals implementing partners on project formulation guidelines, standards and criteria; 2) supporting the Area Coordinator in the review and approval of project proposals; 3) ensuring that related project monitoring and reporting activities are carried out.
- Liaises with Program Section at Kabul Headquarters on project-related matters.
- Liaise with the local authorities on behalf of the Senior RRR Officer on issues pertaining to the programming and coordination of assistance activities; and support capacity building of provincial administrations on issues related to planning, monitoring and evaluation.
- Liaise with local community to understand their needs and ensure greater participation of communities, including women, in UN activities.
- Coordinate joint assessments in the southern areas especially areas of greater needs in order to contribute to joint programming.
- Liaise regularly with NGO partners, and through regular participation in sectoral working group meetings or other meetings to ensure greater interaction and cooperation between the UN system and NGOs.
- Support the Senior RRR Officer in the preparation of briefing notes and background papers on relevant humanitarian and recovery issues.
- As required, prepare project related budget and cost-plan updates.

- Prepare regular reports weekly, monthly and other reports as requested by the Senior RRR Officer or the Head of the Office.
- Assist in the preparation of inputs for emergency relief and contingency planning at the regional level.
- Support the translation of UN and other official documents.
- Any other duties that may be required and assigned by the Senior RRR Officer.

Competencies:

Professionalism: Demonstrated in-depth understanding of peacekeeping operations; substantial and diverse experience in all facets of the job; strong analytical and evaluative skills combined with good judgment; in-depth understanding of and ability to evaluate international political situations; experience in bilateral and multilateral negotiations; **Leadership:** Ability to provide managerial leadership in overseeing work of more junior staff and local experts; ability to generate and communicate organizational direction as well as introduce and emphasize UN policies into the dialogue (e.g., gender mainstreaming, human rights, etc.) **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives; **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet needs, and promote and persuade others to consider new ideas; **Communications:** Excellent and effective communication (verbal and written) skills, including ability to make and defend recommendations; diplomacy and tact; excellent drafting ability specifically required, to prepare written reports that are clear, concise and meaningful; ability to persuade people with varying points of view; present information in a concise and accurate manner; ability to convey difficult issues and positions to senior officials; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies; **Teamwork:** Excellent inter-personal skills with an ability to work and foster teamwork, encourage initiative and inspire and supervise staff in a multi-cultural, multi-ethnic, mixed gender environment with sensitivity and respect for diversity;

Qualifications & Experience:

- Education:** Bachelor Degree in Political Science, International Relations, International Economics, Law, Public Administration or other related field.
- Experience:** At least 3 years experience with UN, International NGOs or relevant experience in humanitarian affairs and relief work or other related fields.
- Language:** Fluency in both written and oral English, Pashto and Dari.

Applicants meeting the above qualifications are requested to submit the following only:

- A one-page Covering Letter expressing your interest/ suitability for this Post
- Curriculum Vitae (CV) & the P-11
- Copy of University Degree

Note: We request that you kindly review the VA carefully to check that you are meeting the minimum requirement for the post, and then apply and You are requested not to attach any other

extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the vacancy number and the Job Title in the email subject line; if the application is being sent via email or on the envelope; if it is being sent in hard copies.

If you are sending your applications in Hard Copies, Please address them to:

**Personnel Section, National Staff Unit, United Nations Operations Center in Afghanistan
(UNOCA), Jalalabad Road, Kabul, Afghanistan,
OR**

UNAMA Kandahar Regional Office

If you are sending your applications in Soft Copies, please Email your application to:

unamava_substantive@un.org