

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 222/06/2009

Title:	Head of Sub Office
Number of posts:	One
Type of contract:	Appointment for Limited Duration (ALD)
Category:	National Professional Officer (NPO)
Grade:	NO-B
Duration:	First three months (probationary period – renewable)
Duty station:	Ghazni
Issuing date:	30 June 2009
Closing date:	29 July 2009

Under the supervision of the Head of the Regional Office, the incumbent will be responsible for the following:

Duties and Responsibilities:

- Provides general support to Area Office in all aspects of assistance, political, office management programming and coordination;
- Supports the in the formulation of strategic approaches to programming, coordination and implementation;
- Supports the sub-office Political Affairs Officer in the update information on Political and Human Rights situation of the duty station and neighboring areas;
- Ensures liaison with UNAMA Programme, Political Section staff in on project-related matters and Political, Human Rights cases;
- Liaises with the local authorities on issues pertaining to the programming and coordination of assistance and Political/Human Rights activities; and support capacity building of district administrations on issues related to planning, monitoring, and evaluation;
- Liaises with local community to understand their needs and ensure greater participation of communities, including women, in UN activities;
- Coordinates joint assessments in the area of the duty station especially areas of greater needs in order to contribute to joint programming;
- Liaises 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;
- Supports the Field Officer in the preparation of briefing notes and background papers on relevant humanitarian and recovery issues;
- Prepares project related budget and cost-plan updates;
- Prepares regular reports weekly, monthly and other reports as requested by the Head of the Regional Office;
- Assists in the preparation of inputs for emergency relief and contingency planning at the provincial level;
- Acts as main Security Focal Point for the UNAMA staff in the province. Manages and supervises systems that provide security for the UN personnel, premises and property in the province;

- Promotes dialogue with Afghan leaders, political parties, civil society groups, institutions and representatives of the central authorities;
- Strengthens UNAMA's activities in support of the efforts of the legitimate Afghan authorities, particularly in the fields of conflict control, confidence-building and national reconciliation;
- Monitors national and province/district level political developments and provides input to senior officials in the mission;
- Selects and analyzes information contained in communications and publications received from different sources, including the press.
- Strengthens UNAMA's activities in support of the activities such as the Security Sector Reform, including disarmament;
- Maintains contacts with other sectors of the UN, other international organizations and government on coordination and policy matters;
- Provides support, whenever necessary, to the activities of the Mission in human rights monitoring and investigation;
- Performs any other duties as required.

Competencies:

Vision: in-depth understanding of mission's strategic direction and ability to transform it into a results-oriented work programme; **Professionalism:** in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations; **Leadership:** ability to provide effective leadership and transfer advice and knowledge to staff at all levels and from different national and cultural backgrounds; **Planning & Organizing:** Ability to manage and plan own work and meet deadlines; **Judgment and Decision Making:** 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. **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. **Negotiation skills:** effective negotiation skills and ability to work with others to reach mutually benefiting and lasting understanding.

Qualifications & Experience:

Education: University Degree in Political Science, International Relations, International Economics, Law, Public Administration or other related field;

Experience: At least five years of work experience in political analysis and diplomacy; previous experience with UN, International NGOs or other relevant entities an asset.

Language: Fluency in both written and oral English, as well as Dari and Pashto.

Application Submission Guidelines:

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
- Copy of NID – Tazkira

Note: Kindly do not attach any extra documents other than requested above.

Preference will be given to equally qualified female candidates.

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

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road,
Kabul, Afghanistan,
OR
UNAMA Gardez Regional Office**

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

unamava_substantive@un.org